
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

ORDER NUMBER: **20.04**
ISSUED DATE: 05/13/2014
EFFECTIVE DATE: 05/20/2014
RESCINDS: 20.4 issued 02/07/07

SUBJECT: Employee Information

REFERENCE: CALEA

CROSS REFERENCE:

CONTENTS:

2. Whenever an officer or employee has a status change that affects present data on the Unified Government Employee Information Sheet (See Appendix C), the employee is required to respond to the Human Resource Office located on the 6th floor of the Municipal Office Building to update the data.

I. PURPOSE

II. POLICY

I. PURPOSE

- A. To maintain an up-to-date address and telephone directory for all personnel employed by the Kansas City, Kansas Police Department.
 1. Occasionally incidents occur which necessitate the utilization of employees during their off-duty hours.
 2. The hours of duty for all employees of the Department will be regulated by the Chief of Police, who has the authority to call any officer or employee to return to duty at any time.

II. POLICY

- A. Address and telephone number:
 1. Employees are required to have an operable telephone in their residence at all times with the correct phone number on file with the Department. (May use a wireless phone in lieu of hard wired phone.)
 2. Only one accurate and correct address and telephone number will be on file.
 3. At no time shall employee's home telephone number or address be released to unauthorized personnel.
 4. In the event of a change of address and/or telephone number, the officer or employee affected shall within twenty-four (24) hours of such change, report to the Chief's Office to complete and sign an Affidavit Change of Residency Form. The address change information will be forwarded to the Human Resources Office and copied to the appropriate Bureau Director, Division Commander and the Communication's Unit by the Chief's Office.
- B. Unified Government Employee Information Sheet:
 1. The Employee Information Sheet contains confidential statistical data on every member employed by the Unified Government.