

Approved Date: Apr. 124 2009

By: Wanya Ringer
Office of the City Attorney



City of
Norfolk

Prescribed Date: 5/8/09

By: Jessica H. Williams
City Manager/Director of Public Safety

Departmental General Order ADM-397
Norfolk Police Department

Subject: Personnel Information

Office of Preparation: Strategic Management Division

Supersedes:

1. G.O. 92-002, dated December 21, 2005
2. Any previously issued directive conflicting with this order

Related Documents:

1. G.O. ADM-110: Written Directives
2. G.O. ADM-370: Leave
3. G.O. ADM 392: Salary and Payroll
4. G.O. ADM-394: Employment Status
5. G.O. OPR-730: Court Appearances
6. Police Officer's Manual (Article II, Section 28)

Order Contents:

- I. Personnel Information Systems
- II. Submission of Information
- III. Maintaining Systems and Reports

Attachment: PD 825, Employee Information Worksheet

A handwritten signature in black ink, appearing to read "B. Marquis".

Bruce P. Marquis
Chief of Police

BPM/sm

Purpose

This order is established to provide department employees with the policies and procedures relating to the management of personnel information systems.

Policy

The department must maintain essential employee information to accomplish daily tasks. Therefore, it is imperative that employees' personal and employment information is current at all times. This personnel data is classified as confidential and any unauthorized access or disclosure of information shall be considered a serious offense and may be subject to disciplinary action.

I. Personnel Information Systems

A. The department manages the following personnel information systems to provide automated databases, which contain specific personnel information and provide the basis for timely and accurate management reports:

1. The Personnel Information Management System (PIMS) provides a basic information source for other automated management systems, including payroll.
2. Norfolk Police Records Management System, Employee Module, uses personnel information for the completion of departmental reports and for providing officers' court dates, assignments, personal skills, etc.

B. Personnel information is collected and updated through submission of:

1. PD 825, Employee Information Worksheet, Attachment
2. Personnel Orders
3. Personnel Status Reports (PSR)

II. Submission of Information

A. Employee Responsibility

1. All new employees are required to complete a PD 825 upon employment with the Police Department.
 - a. Control numbers are assigned by the Central Records Division (CRD).

- b. Employee identification numbers are assigned by Human Resources.
 - 2. All employees shall promptly update their personal data so that databases remain accurate at all times.
 - a. Employees shall submit an updated PD 825 whenever there is a change in their personal status, e.g., change of name, address, skills, education, etc.
 - b. For name change, the employee is required to attach a copy of their Social Security card showing their new name when they submit the updated PD 825.
- B. Commanding officers or designees are responsible for:
 - 1. Submitting updated PD 825 whenever the command has initiated a change in employees' assignment status, e.g., court citing code, platoon, sector, etc.
 - 2. Ensuring that employees under their command review personnel reports for accuracy. This is particularly important for purposes of payroll, personal notifications, and court appearances.
- C. Completion of PD 825
 - 1. Updated PD 825 shall be submitted prior to or immediately upon personal or assignment status changes.
 - 2. Personnel are to follow the instructions on the PD 825 which includes forwarding a copy of the form to the Planning and Research Division (PAR) and CRD, via the chain of command, for processing.
- D. Personnel Orders

Information contained in personnel orders shall be used to document transfers, promotions, details, resignations, and terminations.
- E. Personnel Status Reports

PSRs shall be used to update employees' pay range, pay step, longevity date, increment date, and supplemental pay.

III. Maintaining Systems and Reports

A. Personnel information databases shall be maintained and updated upon proper notification.

1. PARD shall be responsible for maintaining and making all necessary entries and changes to the PIMS database.
2. CRD shall be responsible for maintaining and making all necessary entries and changes to the Norfolk Police Records Management System, Employee Module database.
3. Computer Programming

The Systems Development Unit (SDU) shall be responsible for the maintenance of automated personnel information systems. Only persons authorized by SDU may access, modify, add to, or delete any computer program code.

B. Standard Reports

1. Reports generated from PIMS or Norfolk Police Records Management System are for official internal uses by members of the Police Department. Personnel are to receive authorization from the Chief of Police or designee before distributing any information or reports to any outside individuals or agencies.
2. Distribution
 - a. PARD shall be responsible for producing and distributing all standard PIMS reports.
 - b. CRD shall be responsible for producing and distributing all standard Norfolk Police Records Management System, Employee Module, reports.

C. Special Management Reports

1. Requests for special management reports that require programming shall be made to the Chief of Police or designee. All reports must be approved by the Chief of Police or designee prior to being developed, produced, and distributed. SDU shall complete a Department of Information Technology Service Request.

2. SDU will be responsible for the following:
 - a. Log all service requests and maintain a file of all special reports produced.
 - b. Ensure these reports are in accordance with the procedures outlined in the SDU's Standard Operating Procedures.
 - c. Be responsible for accepting, reviewing, and forwarding recommended suggestions to the Chief of Police or designee.
 - d. Upon the Chief's or designee's approval, create necessary programs for the requested report.

D. Confidentiality

Personnel information is classified as confidential and may only be disclosed or disseminated to the following:

1. Chief of Police or designee
2. Systems Development Unit personnel
3. Departmental employees, but only the specific information needed to perform job-related tasks
4. Persons specifically authorized by the Chief of Police or designee
5. As otherwise authorized by this order

NORFOLK POLICE DEPARTMENT
EMPLOYEE INFORMATION WORKSHEET



PURPOSE

- New Employee
- Name Change
- Court Citing Code Change
- Address Change
- Reassignment Within Command
- Other: _____

INSTRUCTIONS

- New employees are to complete the entire form.
- Employees are responsible for filing updates whenever personal data changes.
- Commands will submit form when they initiate changes in assignment status.
- When filing updates, always select purpose, complete shaded areas, as well as sections requiring changing.
- Forward a copy to PARD and CRD, via chain of command.

Last Name	First	Middle	Suffix
Former/Maiden Name _____		Race _____	Sex _____
Social Security _____		DOB _____	POB _____
Home Number _____	<input type="checkbox"/> Unlisted	Mobile _____	Pager _____
Address _____		City _____	State _____ Zip _____

Medical Condition Alert _____

Blood Type _____ Glasses/Contacts: Yes No

Emergency Notification _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Home Number _____ Work _____ Pager _____ Mobile _____

Court Citing Code _____ Control Number _____ Badge Number _____ Employee ID _____

Rank/Job Title _____ Job Classification # _____ Date of Rank _____

Date of Employment _____ Parking Decal _____ ID Expiration Date _____

Present Assignment: Bureau _____

Division _____ Platoon/Squad/Unit _____ Sector _____

College Education Code _____ (A = 1 to 30 Semester Hours, B = 31 to 60 Hours, C = 61 to 90 Hours, D = 91 to 120 Hours, E = 120 plus Hours)

Highest Degree Attained _____ Concentration _____

Special Skills

Veteran

Sign Language

Foreign Language _____ (List)

Signature _____ Date _____

See back of form for additional information.

PLANNING AND RESEARCH DIVISION (PARD)

Rank Code _____ Increment date _____ Longevity date _____ Pay Range _____ Step _____