

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: May 14, 2020

HISTORY:

SUBJECT: Address and Telephone Numbers

POLICY NUMBER: 99-025

I. POLICY

In the event of a major emergency, it will become necessary to notify off duty personnel who will be required to report for duty at that time. For the purpose of emergency notification all department employees shall, upon employment, submit their residence address and telephone numbers to their immediate supervisor.

- A. Any change in residence location or telephone numbers will be submitted to your immediate supervisor within 24 hours of change.
- B. Supervisors receiving this change information will forward copies to the Operations Captain, Administrative Lieutenant and the communications center.
 - 1. Communications personnel receiving this information will, as soon as possible, post the change in the appropriate areas.
- C. Officers and dispatchers are required to maintain an active telephone, either cellular or land line.

II. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict