

Standard Operating Procedure CONTACTING OFF-DUTY EMPLOYEES	PEORIA FIRE DEPARTMENT Administration 101.09 Rev. 08/13/04
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PURPOSE

This policy requires Fire Department employees to report changes in contact information, in order to ensure that off-duty employees can be contacted, if necessary, for Fire Department business purposes.

POLICY

All Fire Department employees are required to maintain a telephone and have the current phone number on file with the Fire Department. This will facilitate the communication of timely information in the case of a Department emergency or to conduct normal Department operations.

EMPLOYEE RESPONSIBILITIES

Within three (3) working days after a change in employee data occurs, the employee will furnish the new information to the Administrative Assistant over Payroll/Personnel. The Administration Division will make changes to Fire Department records and forward the form to the Human Resources Department.

Approved:  _____ 10/5/04
 Robert McKibben, Fire Chief Date