

## Disclosure of Contact Information

### 931.1 PURPOSE AND SCOPE

To advise all staff of the requirements to have a residence address, a home and/or personal cellular telephone number, and to keep the Probation Department and immediate supervisor advised of the emergency contact. This section applies to all Probation Department staff.

### 931.2 POLICY

All staff shall maintain a correct home address (not a Post Office Box Number), a home and/or personal cellular telephone where the employee may be reached and an emergency contact.

Any changes to telephone, home address, or an emergency contact must be reported in writing to the immediate supervisor and entered into the PeopleSoft Employee Self Service system within 2 workdays.

#### 931.2.1 SITE FILES

Supervisors will ensure updates to contact information and the emergency contact are added to the employee's site file upon receipt.

All of the above information is confidential and is not subject to release.