
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.3.12</b>	
Subject:		Distribution:
<b>Address Change and Related Information</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>General Order: 98-25</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

To establish a policy and a procedure to be followed by all employees of the Police Department when a notification of a change of address, telephone number or other related information is in order. To ensure that a member or his/her family can be contacted in a proper and timely manner in the event of emergencies, or other appropriate circumstances where manpower requirements or other matters relating to police personnel must be addressed.

## **POLICY**

It shall be the policy of the Police Department that all employees will promptly notify their immediate supervisor of an anticipated change of address and related information.

## **PROCEDURES**

- A.** Change of address information will be recorded on an Emergency Information Form ([S&I 26](#)) and forwarded through the Chain-of-Command to the Staff and Inspections Unit Commander.
- B.** Staff and Inspections Unit personnel will ensure that this information is properly recorded in Departmental records and then have it forwarded to the Human Resources Department. Communications Center records will immediately be updated so that there is no delay in contacting an employee, if necessary.

## **RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all employees under their immediate supervision comply with this policy.

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