

**ACCESSING EMPLOYEE EMERGENCY  
NOTIFICATION INFORMATION: AFTER HOURS**

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 1-4-006, dated 02/25/21 (Recertified)

**FORMS:** [Emergency Notification Information](#)  
[Personal Information Changes](#)

**PURPOSE:** To establish a standardized, limited-use procedure for accessing employee emergency notification information after hours.

**I. GENERAL INFORMATION**

- A. Use of this procedure is limited to extreme emergencies, as follows:
1. Receipt of a threat of death or "bodily harm" against an employee of the Probation Department and/or member of his/her family.
  2. Serious injury or death of an employee or member of his/her family.
  3. Extreme personal emergency to be determined by the Director of the Professional Standards Division (PSD), Chief Deputy Probation Officer (CDPO), or Chief Probation Officer.

**II. PROCEDURE**

- A. The Duty Officer at Juvenile Hall, the Youth Guidance Center, and the Probation Dispatch Center will have a report listing all Probation staff and their emergency notification information.
- B. The Emergency Notification Information Report will include the following:
1. Name, address, and phone numbers of the employee.
  2. Names, addresses, and phone numbers of persons to contact in case of emergency.
- C. The PSD Office Specialist (OS) receives the Emergency Notification Information report from the Data Warehouse System. Copies are made and distributed to Division Directors for the facilities, Juvenile Court Services and PSD. The report is also provided to the CDPOs for the Juvenile Facilities Bureau and the Operations Support Bureau. This report is modified and uploaded to ProbNet.
- D. Should an emergency occur after normal business hours related to the above-stated emergencies, and if in the judgment of supervisory staff emergency notification is essential, the Supervisor/Division Director shall contact either the Duty Officer at Juvenile Hall or Youth Guidance Center.

- E. The Duty Officer will evaluate the emergency and release of information, if appropriate. If there is uncertainty, any Division Director or CDPO may be contacted for authorization.
- F. The report is updated and distributed quarterly. The outdated Emergency Notification Report will be shredded.

**REFERENCES:**

Procedures:	1-3-307	Notification of Death or Serious Injury of an Employee
	1-4-104	Threats: Staff Responsibilities Regarding Threats and Notice to Unsuspecting Victims
	1-4-110	Threat, Harm, or Danger to Employees and Others
Policies:	A-4	Home Telephone and Address
	D-1	Threats, Harm, Danger to Employees and Others

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**APPROVED BY:**