



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 41	Subject: Change of Personal Data	Effective Date: 02/09/1998
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to ensure that the University of Pennsylvania Police Department (UPPD) is informed of any changes of an employee's personal data, to include: changes of name, address, phone number, or other relevant personal information.

II. Policy

UPPD employees may be called upon at a moment's notice to respond to unexpected emergency situations on or near the University campus. Furthermore, the UPPD may need to notify a family member, family physician, etc., of an injured or ill employee. It is therefore the policy of the UPPD to be informed of an employee's change of personal data within a timely manner. It is also the policy of the UPPD to keep the central records system of the University current via the on-line computerized database, Workday. The UPPD will also maintain an in-house automated Records Management System and a backup hard copy contact list of each employee's name, address, and phone number to be used in the event the Workday is off-line. This backup "rolodex" contact list will be maintained within the PennComm Center.

III. Scope

This directive shall affect all UPPD employees.

IV. Procedures

A. Use of Change of Personal Data Form

1. All employees of the UPPD will complete a "Change of Personal Data Form" and submit it to their immediate supervisor; anytime they experience a change of name, address, phone number, or other relevant personal data.
2. The supervisor who receives the (UPPD-20) will ensure that all of the required information is contained on the form in accordance with this directive.

- a. The supervisor will then sign his/her name on the appropriate line and forward the (UPPD-20) to the office of the Captain of Staff and Administrative Services.

B. Updating Relevant Information Management Systems

1. The Captain of Staff and Administrative Services shall review and sign the (UPPD-20) and forward the form to the Director of Finance and Administration and the Director of PennComm.
2. The Director of Finance and Administration will ensure the employee updates his/her information in Workday. Employees must update their own information. PennComm personnel will ensure that the automated Records Management System and the PennComm Center's "Rolodex" is updated when the requested change involves a change of name, address or phone number.
3. The Director of Finance and Administration will ensure that the original signed (UPPD-20) is forwarded to the Office of the Vice President for Public Safety for inclusion in the employee's personnel file.

C. Telephone Number

1. All UPPD personnel will furnish the UPPD with their home telephone number. Cellular telephone numbers will only be accepted as a primary contact number when the employee does not utilize a hard-wire telephone at his or her residence.
2. Personnel not having a cellular telephone or a telephone in their residence must supply the UPPD with the phone number of a Nearby neighbor or relative where they can be reached without delay. This number will only be used in cases of emergencies.

D. Procedures for Changes of Personal Data

1. Notification of change of Name Or Address will be given to the office of the Captain of Staff and Administrative Services at least 48 hours before such change is to take effect.
2. Notification of change of Phone Number will be given to the office of the Captain of Staff and Administrative Services within 24 hours after the change takes place.
3. Notification of All Other Changes will be given to the office of the Captain of Staff and Administrative Services within 48 hours after the change takes place.

Note: In the event an employee is away from the workplace for an extended period of time (i.e., scheduled vacation, illness, leave of absence, etc.), he/she must notify his/her supervisor, by phone, of any change of personal data within the above time limitations. The supervisor will prepare and forward a (UPPD-20) for the employee in accordance with this directive. The supervisor shall note the reason why the employee could not submit the form in the "Explanation" section.

4. Employees shall fill in ALL the lines on the "From" section of the (UPPD-20).
5. The "Change To" section will only be completed on the appropriate lines.
 - a. Name - first, middle and last name
 - b. Address - include apartment/floor number if appropriate and Zip Code
 - c. Phone - include area code
 - d. Change of Other Personal Data - check the item to be changed and give details under "Explanation"
 - e. Explanation - an explanation will be given for all changes (e.g. moved to new residence, recently married, etc.).
6. Employees shall check the block in the lower right hand corner if the reverse side of the form is used for additional information.

E. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

F. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

G. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.