



Policy Name:	EMERGENCY CONTACT LIST		
Policy #:	AD 4.6	Last Updated:	2022-07-13
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 4.2 *Personnel Records*

1. PURPOSE

- 1.1 To ensure that Personnel Records of Surrey Police Service (SPS) Employees are maintained in a manner which complies with the British Columbia Provincial Policing Standards.
- 1.2 To provide Supervisors the ability to contact the person identified as an Employee’s “Emergency Contact” in the event of an emergency involving an Employee.

2. SCOPE

- 2.1 This policy applies to all SPS Employees.

3. POLICY

- 3.1 SPS Personnel Records, including an Emergency Contact List, will be created, maintained and disclosed with the practices, policies, and procedures of SPS, and in compliance with requirements of the *Police Act* and the *Freedom of Information and Protection of Privacy Act* (FOIPPA).
- 3.2 Employee Emergency Contact List records are confidential and will be held in a secure location under the custody and control of Employee Services Section (ESS), with the following exceptions:

- i. Member application files, including background investigation documentation, are confidential and will be held securely under the custody and control of the Recruiting Section; however, once a member is hired, their Personnel files (including Emergency contact list) are transferred to ESS and secured with ESS; and
- ii. Civilian application files, including background investigation documentation, are confidential and will be held securely under the custody and control of the ESS, Human Resources. Once hired, all information is transferred to ESS Confidential Employee File.

4. PROCEDURE

Change to Employee Information and Emergency Contact List

- 4.1 In addition to the requirements of Employees under policy AD 4.2 *Personnel Records*, Employees are required to keep an up-to-date record of their Emergency Contact List with ESS and their Supervisor.
- 4.2 ESS will maintain an Emergency Contact List of current addresses and telephone numbers of all Employees. Distribution and access to the emergency contact list information will be authorized by the Chief Constable or designate.
- 4.3 Employees are required to notify the Payroll Clerk of all births, deaths or changes in marital status affecting their Personnel Record and/or their Emergency Contact List within seven (7) days of that change.
- 4.4 Employees must notify their Supervisor of a change to their Emergency Contact within seven (7) days of that change.
- 4.5 An Employee's Supervisor must notify ESS of any subsequent change of information regarding an Employee's Emergency Contact.

Security of Personnel Records (including Emergency Contact List information)

- 4.6 Personnel Records stored on SPS premises will be stored in a secure manner which safeguards the Personnel Records of Employees from unauthorized access.
- 4.7 When SPS Personnel Records are being held outside SPS premises or systems by non-law enforcement personnel (e.g., City of Surrey payroll provider), the Deputy Chief Constable, Support Services Bureau will ensure that persons who have access to SPS Personnel Records are appropriately security cleared, and that SPS Personnel Records are being accessed, stored and handled to the security level required by SPS to protect its Employees, and to maintain SPS security requirements.

- 4.8 The Deputy Chief Constable, Support Services Bureau will ensure that periodic security audits and random spot checks of work sites are conducted, and records maintained, to ensure compliance with security and legal requirements regarding Personnel Records.
- 4.9 Employees responsible for Personnel Records will immediately notify their Supervisor in the event of loss, theft, breach, or potential risk of disclosure of SPS Personnel Records. The Supervisor will promptly notify the Deputy Chief Constable, Support Services Bureau of the incident.

APPENDIX A: DEFINITIONS

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“Emergency Contact” means the person the Employee has designated as an emergency contact in the event of an emergency involving the Employee.

“FOIPPA” means the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Personnel Records” means those records maintained on each individual employed by SPS which contain personal information concerning the Employee’s age, length of service, amount and type of training, education, compensation level, and other personal pertinent information.

“SPS” means Surrey Police Service.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

APPENDIX B: REFERENCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165

Police Act, R.S.B.C. 1996, c. 367