



SUBJECT	SERIES	NUMBER	EFFECTIVE DATE
Designation and Notification of Essential Civilian Employees	202	1	December 1, 1971
		DISTRIBUTION	
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ORIGINATING UNIT		PDD	

The purpose of this order is to establish the policy and procedures for designating certain civilian employees as "essential employees." This order consists of the following parts:

PART I Responsibilities and Procedures for Designated Civilian Employees

PART II Responsibilities and Procedures for Supervisory and Command Personnel

PART I

A. Selecting Essential Employees

It is the policy of this department that only those civilian employees whose services are deemed essential to the maintenance of minimum required services shall be retained after a general dismissal.

B. Notification.

Those civilians designated as essential employees shall, upon receipt of PD Form 826 (Designation and Notification of Essential Employees), sign said form acknowledging that they shall work their regular tours of duty regardless of any authorization or a general dismissal because of weather conditions, special events, or a catastrophe.

PART II

A. Commanding Officers.

1. Commanding officers shall submit a current list, in duplicate, of their essential civilian employees as of January 1 and July 1 of each year. Negative reports shall be submitted if there is no change. The original of this list shall be forwarded to the Director, Personnel Division, and the duplicate shall be retained by the originating organizational element. Changes in this list shall be reported as they are made through the use of PD Form 826 as outlined below.

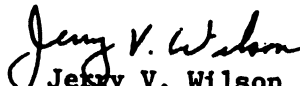
2. Commanding officers shall notify designated essential employees by preparing PD Form 826, in triplicate, and securing each designated

employee's signature on same. The original shall be forwarded to the Director, Personnel Division; one copy shall be retained by the originating organizational element; and one copy shall be retained by the employee concerned.

B. Director, Personnel Division.

1. The Director, Personnel Division, shall be responsible for maintaining a file by assigned organizational element of those civilians designated as essential employees. In addition, he shall place a copy of each PD Form 826 into the particular employee's personnel folder.

2. When this department is notified of a general dismissal, the Administrative Services Officer shall cause the Director, Personnel Division, to issue instructions for the release of all nonessential civilian personnel.


Jerry V. Wilson
Chief of Police

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