

AMEND E.C. 120.21

REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER 4. UNIT NUMBER 202-727-4261	6. DATE OF REQUEST May 30, 2007 7. REQUESTING ELEMENT Human Services 8. <input type="checkbox"/> FLASH TT REQUESTED
5. <input type="checkbox"/> NOT FOR THE PRESS			

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
13. COMPLAINANT'S NAME	14. COMPLAINANT'S ADDRESS	

15. DESCRIPTION OF WANTED PERSON OR MESSAGE
Safeguarding Personal Information in Administrative Investigations

In order to protect the privacy of members and insure that personal information is not compromised, the following procedures shall be adhered to by officials when preparing investigative reports and serving disciplinary actions on members of the department:

- Investigative Reports
 - Social Security Numbers of members are not to be included in the "Biographical Data" section, or any other section of investigative reports. The member's CAD number is to be substituted for the Social Security Number where appropriate.
 - Social Security Numbers of members appearing on attached documents to investigative reports are to be redacted by the investigating official before the package is submitted for supervisory/managerial review.
 - The date of birth of involved members, complainants, witnesses, etc., shall not be included in the investigative report. However, the age of the involved member, complainants, witnesses, etc., shall continue to be used.
- Service of Administrative Process
 - Whenever practicable, officials serving administrative process, (Proposed Notice of Adverse Action, Final Notice of Adverse Action, Final Agency Action), shall serve the subject member during his/her normal duty hours.
 - Officials receiving an assignment to serve a member who is off-duty shall check the posted schedule, TACIS system, leave book, etc. to determine whether the member is due to report for duty before the "serve-by" date. If the member is scheduled to report for duty before the "serve-by" date, the administrative process shall be held until the member reports for duty.
 - Officials receiving an assignment to serve a member who is off duty and not scheduled to report before the "serve-by" date shall attempt to telephonically notify the member and invite the member to appear at the district division for service.

SENDER-BADGE-ORG. ILM Lt. Richard Mattiello - Office of Human Services	AUTHORIZED SENDER-ORG. ILM A C Shannon P. Cockett - Office of Human Services	6. REAU HEAD'S APPROVAL <i>Cathy L. Lanier</i> I.C.S. of Police
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REMARKS	DATE AND TIME FILE TT#06-014-07 TELETYPE NUMBER
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Distribution: 1- Communications Division 2- Element File

- If necessary to meet a "serve-by" date, serving officials shall respond to the member's home of record and attempt to personally serve the member. This personal service shall, if at all possible, be in a private location, out of the presence of family members, friends, or neighbors.
- If the subject member is not at the residence, service officials shall "constructively serve" the member by leaving the member's copy of the administrative process in a sealed envelope with the member's name on it, marked "Confidential" at the residence. The copy shall be left in an area likely to be found by the member, but as inaccessible to the general public as possible. In no case shall an unsealed administrative process package be left with a family member or friend.
- When completing "constructive service," the serving officials shall note the address that was served, the time and date, and a notation as to where on the premises the item was left.