CITY OF ORLANDO
POLICE DEPARTMENT

Policy: 1606.8, Employee Information Update and Security
Effective Date: 11/5/2026
Distribution Group: All Employees
Review Responsibility: Support Services Manager
Accreditation Chapter(s): 26
Chief of Police: Eric D. Smith

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I. PURPOSE

This policy establishes guidelines for updating all vital employee information.

II. POLICY

It is the responsibility of each employee to ensure that their personal and professional information is kept up to date at all times.

III. DEFINITIONS

None

IV. PROCEDURES

1. UPDATING PERSONAL INFORMATION

Employees will document any changes to their personal information on a Personnel Transaction Form (PTF). This form (Attachment A) is available on the N drive under the 'FORMS' folder and in PowerDMS. The completed form shall be forwarded electronically to the Support Services Administrative Assistant.

Employees shall also update personal information by logging in to Workday and selecting the "Personal Information" worklet or by selecting the "cloud" icon, then clicking on the "actions" button under their name, then selecting the appropriate information to change. Employees must provide supporting documents when applicable. Submitted changes will be routed via the Workday business process for review and final approval. Employees who change their name must contact the OPD ID Unit within 30 days of changing their name in Workday to be re-fingerprinted.

2. EMPLOYMENT STATUS UPDATES

When an employee is promoted, transferred, or demoted, the staff/administrative assistant in the division from which the affected employee is being promoted, transferred, or demoted will prepare the PTF and send it electronically to the PTFDistribution email group.

The Special Operations Division Staff Assistant will prepare the PTF for employees retiring from full-time status and joining the Reserve Unit.

3. SECURITY OF EMPLOYEE PERSONAL INFORMATION

It is the responsibility of each employee of this Department to maintain the security of information relating to Department membership/employment, employees' home addresses, and home telephone numbers by only releasing this information to active employees of the Department. The current status of the requesting employee will be determined prior to any release of information. Requests from other persons (including other law enforcement agencies) shall be referred to a supervisor.

If the requester's identity is in question, proceed as follows:

a. Ask for OPD identification.
b. Ask for OPD employee number and home telephone number or cell number.
c. Contact the employee and have the employee contact the requesting party

V. FORMS AND APPENDICES

ATTACHMENT A-Personnel Transaction Form

VI. REFERENCES

This policy rescinds Policy and Procedure 1606.7

Related Policies: Not Applicable

Related Laws: Not Applicable