



**DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**

Program Statement

OPI: HRM
Number: 3040.1D
Date: June 29, 2011
Supersedes: 3040.1C (12/15/05)
Subject: Employee Emergency
Contacts

1. **PURPOSE AND SCOPE.** To establish procedures to locate Department of Corrections (DOC) employees for recall to duty during emergencies or for other official purposes and to maintain contact information should the employee experience an emergency while on duty.
2. **POLICY.** It is the policy of the DOC to identify emergency employees and to require employees to provide emergency contact information.
3. **APPLICABILITY.** This program statement is applicable to all DOC employees.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Maintain current contact information on all employees for official business.
 - b. Timely notification of employees in the event of a recall or emergency during non-duty hours.
 - c. Timely notification of an employee's designated contact person in case of an emergency involving the employee during duty hours.
5. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**

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| PS 3040.1C | Employee Emergency Contacts (12/15/05) |
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 - b. **Directives Referenced**
 - 1) PS 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences
 - 2) PM 2830.1 Use of Government Vehicles – Fleet Management

- 3) PS 2921.2 Reporting Employee Accidents and On-the-Job Injuries
- 4) PS 3410.1 Employee Assistance Program
- 5) PM 6000.1 Medical Management

6. AUTHORITY

- a. DC Code §24-211.02 ET. seq., Powers; Promulgation of Rules.
- b. District Personnel Manual (DPM), Chapter 11B, "Compensation".
- c. District Personnel Manual (DPM), Instruction No. 11B-66, "Overtime Policy for FLSA-Exempt Positions".
- d. District Personnel Manual (DPM), Chapter 12, "Hours of Work, Legal Holidays, and Leave".
- e. District Personnel Manual (DPM), Instruction No. 12-21, "Predetermination of Emergency Employees".
- f. District Personnel Manual (DPM), Chapter 16, "General Discipline and Grievances".
- g. Collective Bargaining Agreement Between District of Columbia Department of Corrections and Fraternal Order of Police DOC Labor Committee (12/19/02-9/30/05).

7. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code §2-1401.01 et seq., (hereinafter, "the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

8. STANDARDS REFERENCED

- a. American Correctional Association 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-7C-02.

9. **DEFINITIONS.** For the purpose of this Program Statement, the following definitions shall apply:

- a. **Emergency Employees** – Employees who perform duties that are vital to public safety and law enforcement or certain agency operations that cannot be suspended or interrupted even though it may be necessary to excuse employees for all or part of the day.
- b. **Employee Locator Information** – A current address and phone number where an employee may be contacted in the event of an emergency or to recall the employee after normal duty hours.
- c. **Emergency Contact** – An individual whom a DOC employee has identified to be notified in case the employee experiences an emergency while on duty.

10. **EMPLOYEE LOCATOR INFORMATION**

a. **Employee Locator Sheets**

- 1) All employees shall submit a completed Employee Locator Sheet (Attachment A) to his/her immediate supervisor.
- 2) Wardens, Administrators, and Office Chiefs shall ensure that each employee under his/her supervision completes an Employee Locator Sheet immediately upon assignment or detail to his/her area of responsibility.
- 3) The Employee Locator Sheets shall be maintained in a secure desk or file cabinet in the Warden's, Administrator's, or Office Chief's office as appropriate.

b. **Emergency Contact Database**

- 1) Wardens, Administrators and Office Chiefs shall ensure that the information on the Employee Locator Sheets is entered into the Lotus Notes Emergency Contact Database.
- 2) The Emergency Contact Database shall be a Lotus Notes database that is secure and published to all authorized DOC staff, users of Lotus Notes Workspace.
- 3) The Access Control Database List for this database shall be set to a default of "No Access". Individual staff members shall be assigned specific levels of access by OMITS to read, modify or delete information from the database. A User Activity and Change Log shall be activated to monitor the database.

c. **Updates**

- 1) Wardens, Administrators and Office Chiefs shall ensure that Employee Locator Sheets and the database are updated annually in January to ensure that the information is current.
- 2) An employee shall prepare a new Employee Locator Sheet whenever there is a change in his/her address, phone numbers or the person to be notified in case of emergency. The supervisor shall immediately update the database.

d. **Confidentiality**

- 1) The information on the Employee Locator Sheets and in the database is confidential and shall only be used for its intended purpose.
- 2) Any employee who misuses this information or uses the information for other than its intended purpose shall be subject to corrective or adverse action consistent with DPM Chapter 16.

- e. **Distribution.** One (1) copy of each new or updated Employee Locator Sheet shall be forwarded to the Human Resource Management Division (HRMD) for filing in the employee's official file.

11. **EMERGENCY EMPLOYEES**

- a. **Predetermination.** The Director or designee shall predetermine which employees are to be considered emergency employees.

- 1) The Director or designee shall identify emergency employees by position title or other appropriate means, i.e., a Correctional Officer; series DS-007 position is considered an emergency position. Therefore, any employee holding that job title shall be considered an emergency employee.
- 2) The Director or designee shall notify employees in writing of their designation as emergency employees. The Individual Notification of Designation as an Emergency Employee form (Attachment B) or the Group Notification of Designation as Emergency Employees form (Attachment C) shall be used for this purpose.
- 3) When a personnel action, i.e., promotion or reassignment results in new duties and responsibilities that meet the criteria of an emergency position, the employee shall be notified in writing of his/her designation as an emergency employee within thirty (30) days of the effective date.

- 4) Each "Notification of Designation as an Emergency Employee" expires one (1) year from the date of issuance. DOC shall reissue notifications on an annual basis.
 - 5) DOC shall notify an employee, in writing within thirty (30) days of the effective date, when his or her designation as an emergency employee is no longer applicable for the following reasons:
 - a) A re-determination is made by the Director or designee that the employee's position is not an emergency position; or
 - b) A personnel action (i.e., promotion, reassignment, etc.) results in new duties and responsibilities that **do not** meet the criteria specified in section 9a of this directive.
 - 6) In some unusual circumstances, established predeterminations may not be appropriate. In these instances, therefore, it may be necessary to resort to the emergency contact database and/or employees who have not been designated as emergency employees to report to duty if their services are required.
 - 7) The DC Department of Human Resources is required to include a statement on the vacancy announcement, designating the position as Emergency where applicable.
- b. **Requirements.** Emergency employees are required to:
- 1) Remain at their duty station when a condition is declared which results in an early dismissal for other employees, i.e., hazardous weather, special events, catastrophes;
 - 2) Report to their duty station on time and as scheduled when a condition develops during non-work hours which results in the closing of District offices;
 - 3) Make every effort to report to duty as scheduled and, if unable to do so, immediately notify their supervisor of their inability to report to work. It is at the discretion of the immediate supervisor whether to place the employee on AWOL or to allow the employee to request and be granted appropriate leave; and
 - 4) Carry or wear an official government ID card at all times.
 - 5) If you are unable to reach your immediate supervisor, call the D.C. Department of Corrections Command Center at 202-698-4932.
- c. **Compensation.** Emergency employees who report to work when the government is closed or who remain on duty when most employees are

dismissed early and who perform "overtime work" during such periods are to be compensated, when applicable, in accordance with the provisions of the Fair Labor Standards Act (FLSA).

d. **Call Back and Call In**

- 1) Staff designated as emergency employees in accordance with DPM Chapter 12 shall be available for duty on a 24-hour basis and ready for assignment if called upon in case of emergency or for other official purposes.
- 2) It may also be necessary to deploy non-emergency employees whose services are required in an emergency or for other official purposes.
- 3) In case of an emergency or for other official purposes, employees may be:
 - a) Called back to duty after they have completed their regular tour of duty and have left their work site, or
 - b) Called in to duty on their day(s) off.
- 4) Any employee who is called back or called in to duty shall be compensated, when applicable, in accordance with the provisions of the Fair Labor Standards Act (FLSA) and the current Collective Bargaining Agreement for employees in the bargaining unit.

12. EMERGENCY CONTACTS FOR EMPLOYEE ILLNESS, INJURY, ACCIDENT OR DEATH

- a. **On-the-Job Illness, Injury or Accident.** If an employee suffers a serious injury, illness, or accident while on duty, the immediate supervisor shall:
 - 1) Ensure the employee is provided emergency medical treatment in accordance with PM 6000.1F, Medical Management.
 - 2) Ensure treatment is provided in accordance with PS 2830.1E Use of Government Vehicles – Fleet Management if there is personal injury resulting from a vehicular accident;
 - 3) Make notification in accordance with PS 1280.2E, Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences;
 - 4) Ensure on-the-job injuries and accidents are reported in accordance with PS 2921.2C, Reporting Employee Accidents and On-the-Job Injuries.

- 5) When appropriate, notify the primary contact person designated on the employee's locator sheet via telephone in a timely and compassionate manner;
- 6) When appropriate, notify the secondary contact person if unsuccessful in contacting the primary contact person; and
- 7) Document all attempts to notify a designated contact person on the Emergency Contact/Next of Kin Notification Form (Attachment D). The original shall be forwarded through the chain of command to the Human Resource Management Division to be filed in the employee's file.

b. Employee Death

- 1) **Immediate Supervisor.** In the event of the death of an employee while on duty, the immediate supervisor shall:
 - a) Make notification in accordance with PS 1280.2B, Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences.
 - b) Notify the employee assistance provider and DOC Chaplain.
- 2) **DOC Chaplain.** The DOC Chaplain shall:
 - a) Notify the primary contact person designated on the employee's locator sheet via telephone in a timely and compassionate manner.
 - b) Notify the secondary contact person if unsuccessful in contacting the primary contact person by telephone.
 - c) Update the Warden, Administrator or Office Chief if unsuccessful in contacting either the primary or secondary contact person by telephone.
 - d) Visit the primary or secondary contact person's address of record in an attempt to notify him/her of the circumstances.
 - e) Submit a report, through the chain of command to the Deputy Director, outlining the steps taken to notify a designated contact person. The report shall include an Emergency Contact/Next of Kin Notification Form. The original shall be forwarded through the chain of command to the Human Resource Management Division to be filed in the employee's file.

- 3) **C.O.P.E. -Employee Assistance Services.** The Director, in conjunction with HRM, shall ensure counseling and support services are available as needed to assist employees in coping with their grief, loss and/or trauma.



Thomas P. Hoey
Interim Director

Attachments

- Attachment A - Employee Locator Sheet
- Attachment B - Individual Notification of Designation As An Emergency Employee
- Attachment C - Group Notification of Designation As Emergency Employees
- Attachment D - Emergency Contact Notification Form