



California Exposition and State Fair Police Department

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DEPARTMENTAL GENERAL ORDER

ORDER № 700.300

Mar. 2019 (Revised)

08/01/2006 (New)

EMPLOYEE PERSONAL INFORMATION

700.301 PURPOSE

- A. The purpose of this general order is to provide policy and define procedures regarding public disclosure of California Exposition & State Fair Police employee personal information.

700.302 POLICY

- A. Personal information concerning former or current police personnel is confidential and not a public record.
- B. All employees shall be sensitive regarding the divulgence of Departmental employee information.
- C. Employee personal information includes, but is not limited to, the employee's residential address and telephone number, and duty assignment.
- D. The procedures set forth in this general order pertain to inquiries by other than police personnel.

700.303 PROCEDURES

- A. Requests For Employee Information or Contact. When any police employee receives a request for another employee's personal information, or contact information:
1. The police employee receiving the request shall determine if the employee is present on the state fairgrounds.
 - a. Employee on the Facility. An attempt shall be made to contact the employee. If contact is not possible, the requester shall be requested to leave a message. The message shall be forwarded to the employee.
 - b. Employee off the Facility. The requester shall be informed the employee is not present and they may leave a message. If a message is left, an attempt shall be made to notify the employee.
- B. Employee personal information shall not be disclosed.
- C. If a police employee is contacted by any person requesting to contact another police employee and indicates that it is an emergency situation, the contacted employee shall:
1. Record the requester's name, location, telephone number and the nature of the emergency.
 2. Attempt to contact the employee, either by telephone, radio, or to arrange for immediate notification to the employee.
 3. In the event that the employee cannot be immediately contacted, an attempt shall be made through the employee's primary employment.

*The mission of the California Exposition & State Fair Police is to:
Provide for the safety and security of visitors, employees, and stakeholders; keep order and
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

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4. If none of these methods to contact are immediately successful, the requester shall be re-contacted and notified.
- D. In any case, no personal information regarding the employee shall be disclosed to the requester.
- E. Any employee found to violate this policy is subject to disciplinary action.