

February 22, 2007

**ADMINISTRATION BUREAU MEMORANDUM NO. 07-4**

**SUBJECT:** Personnel Data Form, Form 167 P.D.

The Personnel Records Section has been annually distributing a computer generated emergency notification verification form to all department members. This is a time consuming, cumbersome process that will no longer be conducted. In accordance with Personnel Policy 933-2, "All members are required to complete a Personnel Data form whenever there is a change in status, e.g., name, address, telephone number, marital status, military reserve status, etc". Included on the Personnel Data form is emergency contact information.

All members are reminded to adhere to Personnel Policy 933-2, and complete the Personnel Data Form, Form 167 P.D., whenever they have a change in status to include emergency notification information.

Nick Nichols  
Commander  
Administration Bureau