

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 21.7

REVISED MAY 2010

ORGANIZATIONAL ROSTER

1. PURPOSE. The purpose of this General Order (GO) is to accomplish the following:
 - a. Define Organizational Roster.
 - b. Clarify and formalize policy and procedures regarding maintenance and use of the Organizational Roster.
 - c. Clarify the Offices of Primary Interest (OPIs) and their respective levels of responsibility.

2. DEFINITION AND AVAILABILITY.
 - a. Definition. The Organizational Roster is a listing of all departmental commands (refer to GO 11.3, Location Codes) and contains location names and addresses (mailing and, if appropriate, business), commander's name, and, in a few specialized cases, key contacts, and respective telephone and fax numbers.

NOTE: Individual departmental employee location information is available through the use of the personal computer's Novell eGuide application or the GroupWise electronic mail (e-mail) program in the Novell GroupWise Address Book.
 - b. Availability. The Organizational Roster shall be made available to all departmental employees in electronic format only (see paragraph 5).

3. POLICY.
 - a. The Organizational Roster shall be updated, compiled and maintained through the efforts of the following OPIs: Human Resources Section (HRS); Telecommunications Section (TS); Facilities Section (FS); and Business Services Section (BSS).
 - b. The Organizational Roster shall be revised on a quarterly basis at the beginning of each calendar quarter: January, April, July, and October.

c. The OPIs shall use electronic means to input, format and compile, and maintain the data within the roster database application.

4. RESPONSIBILITIES.

a. Offices of Primary Interest. The following OPIs are responsible for entering current data into the database application:

(1) Human Resources Section is responsible for the accuracy of the data in the "COMMANDER" column. The HRS shall enter the most current commander data into the database application by the 4th calendar date of the first month of the calendar quarter: January, April, July, and October.

(2) Telecommunications Section is responsible for the accuracy of the data in the "PUBLIC" and "FAX" columns. The TS shall enter the most current telephone and fax numbers into the database application by the 4th calendar date of the first month of the calendar quarter: January, April, July, and October.

NOTE: Telephone and fax numbers correspond to the location code rather than the employee listed in the "COMMANDER" column.

(3) Facilities Section is responsible for the accuracy of the address data in the "LOCATION" column. The FS shall enter the most current location addresses (mailing and, if appropriate, business) into the database application by the 4th calendar date of the first month of the calendar quarter: January, April, July, and October.

(4) Business Services Section's Automated Business Solutions (ABS) Unit is responsible for the accuracy of the location code/name data in the "LOCATION" column.

b. Compiling and Formatting the Data. The ABS Unit shall be responsible for the compilation and formatting of the roster data inputted by the OPIs.

(1) Between the 5th and the 9th calendar date of the first month of every calendar quarter, the ABS Unit shall compile the data entered by HRS, TS, and FS, and review for proper formatting.

(2) By the 10th calendar date of the first month of each quarter, the ABS Unit shall send a hard copy through Administrative Services Division (ASD) for review and approval. After ASD approval, the ABS Unit shall submit an electronic version to the California Highway Patrol (CHP) Webmaster for

upload of the latest version of the Organizational Roster to the website (see paragraph 5 for the website location).

c. Training.

(1) The ABS Unit will be responsible for the initial OPI training regarding entering information into the Organizational Roster database application.

(2) The ABS Unit will maintain training material for entering and changing applicable roster data and make available to OPIs upon request.

(3) After the initial training, each OPI will be responsible for completing the quarterly data entry and conducting training for their new staff.

d. Command-Level. The CHP commands shall be responsible for checking the current roster and noting any changes. These changes should be brought to the attention of the applicable roster OPI contact as noted in paragraph 6.

e. Information Technology Section. The Information Technology Section shall support the software application for the Organizational Roster database and update the website as they receive the revisions.

5. VIEWING THE ORGANIZATIONAL ROSTER ON-LINE.

a. The Electronic Version. The electronic version of the Organizational Roster is available as a Portable Document Format (PDF) file through the CHP Intranet website. This electronic version is a “read” only file.

b. Website Location. Users can access the Organizational Roster by launching Internet Explorer and selecting “Organizational Roster” from the Resources drop down menu on the CHP home page (<http://home.chp.ca.gov/>). When the file opens, the users can either scroll or search through the roster.

c. Search Capabilities. The PDF file can be searched by using the Find field in the toolbar or from the Search panel by clicking on the binocular icon.

6. CONTACTS.

a. Commander Information. For inquiries regarding information in the Organizational Roster’s “COMMANDER” column, contact HRS at (916) 843-3700.

- b. Telephone and Fax Numbers. For inquiries regarding information in the Organizational Roster's "PUBLIC" and/or "FAX" columns, contact TS by sending an e-mail to HQTelephone@chp.ca.gov.
- c. Address Information. For inquiries regarding information contained in the address portion of the Organizational Roster's "LOCATION" column, contact FS at (916) 843-3800.
- d. Miscellaneous Requests. Other than the above, requests for Organizational Roster changes shall be submitted in writing by the commander to the commander of BSS.

OFFICE OF THE COMMISSIONER

OPI: 076