



REPORTING CHANGES IN VITAL INFORMATION

INDEX CODE: 706
EFFECTIVE DATE: 07-01-07

Contents:

- I. Name/Address/Telephone Number
- II. Marital Status or Other Changes
- III. Military Status
- IV. Alternate Telephone Number - Sworn Personnel
- V. Proponent Unit
- VI. Cancellation

I. NAME/ADDRESS/TELEPHONE NUMBER

Whenever a Department employee changes his or her name, address or telephone number, *or person to be notified in case of emergency*, the employee will forward this information on inter-office correspondence to the Police Personnel Section, via the chain of command. Notification must occur within twenty-four (24) hours of the change. Both the old information and the new information should be included in the inter-office memo. Police Personnel will ensure that appropriate notifications are made to Department and County offices.

II. MARITAL STATUS OR OTHER CHANGES

Changes in marital status must be reported in writing to the Police Personnel Section within thirty (30) days. Additionally, it is the employee's responsibility to report any change which might impact the employee's health insurance coverage or other benefits (marital status, birth of a child, etc.) to the Anne Arundel County Office of Personnel, Benefits Section, within thirty (30) days of such change.

III. MILITARY STATUS

An employee must report any change in military status within twenty-four (24) hours to his/her *immediate supervisor*. The report will contain the employee's full name and present military status, together with any information received from the Department of Defense/concerned branch of the military service. The *employee's immediate supervisor* will forward same to the Police Personnel Section.

IV. ALTERNATE PHONE NUMBER - SWORN PERSONNEL

Any sworn member of the Department who does not have a telephone at his/her private residence must provide Communications with a telephone number where he/she can be reached within thirty (30) minutes. This "will call" number will be maintained in Communications in the same manner as a regular residence telephone number. Should the "will call" number change, the sworn member must notify Communications within twenty-four (24) hours of the change.

V. PROPONENT UNIT: Personnel Section.

VI. CANCELLATION: This directive cancels Index Code 706, dated 03-30-94. Prior date: 03-22-99.



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-044

FILE BEHIND: Index Code 706

TO: All Supervisors
Time Keepers

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: November 1, 2001

SUBJECT: Records Processing For Employees Ending Employment
With The County

MESSAGE:

Upon an employee's ending employment with the department (County) timekeepers and/or supervisors will forward all personnel related documentation being maintained to the Police Personnel Section for proper disposition.