

BERKELEY POLICE DEPARTMENT

DATE ISSUED: October 5, 2009

GENERAL ORDER P-22

SUBJECT: CHANGE OF ADDRESS, TELEPHONE NUMBER AND NAME

PURPOSE

- 1 - The purpose of this General Order is to **establish policy and procedure for notifying the Department, City and benefit providers of a change to an employee's permanent residential address, primary contact telephone number, and/or name.**

POLICY

- 2 - It is the policy of the Berkeley Police Department that all employees comply with the requirements set forth in this General Order.

PROCEDURE

- 3 - An employee **who** changes his/her **permanent residential address, primary contact telephone number, or name** shall **notify the Department of the change in accordance with Police Regulation 253.**
 - (a) **The employee shall accomplish the required notification by submitting a Change of Address and or Change of Name form to the Bureau of Internal Controls (BIC).**
 - (b) **BIC shall notify the Communication Center in the event of change to an employee's primary contact telephone number.**
 - (c) **The employee will be responsible for notifying his/her retirement investment provider(s) (not including PERS) to update personal information records.**
- 4 - **BIC shall forward a completed Employee Transaction Form indicating the information change to the City Human Resources Department.**
- 5 - **The Change of Address and or Change of Name form shall be retained in file by BIC.**

References: Police Regulation 253
General Order P-25