



REPORTING CHANGES IN VITAL INFORMATION

INDEX CODE: 706
EFFECTIVE DATE: 07-30-20

Contents:

- I. Name/Address/Telephone Number
- II. Marital Status or Other Changes
- III. Military Status
- IV. **TeleStaff Contact Information**- Sworn Personnel
- V. Separation from County Employment
- VI. Proponent Unit
- VII. Cancellation

I. NAME/ADDRESS/TELEPHONE NUMBER

Whenever a Department employee changes his or her address or telephone number *the employee shall make the appropriate changes online by utilizing the ADP self-service portal found at: <https://online.adp.com/portal/login.html>*. This must occur within twenty-four (24) hours of the change. *When an employee changes his or her name or emergency contact information, the employee will forward this information on inter-office correspondence to the Police Personnel Section (cc the TeleStaff Administrator), via the chain of command within twenty-four (24) hours.*

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. TELESTAFF CONTACT INFORMATION - SWORN PERSONNEL

Contact information for sworn personnel is maintained in TeleStaff. The following are the four (4) methods of contact in the TeleStaff system (method 1, 2 and 3 are required):

1. *Voice Telephone number (can be home landline, personal or departmental cell phone number)*
2. *Departmental email address*
3. *Cell phone number for text messaging (can be the issued departmental cell phone number or personal cell phone number)*
4. *An alternative contact phone number (NOTE: If a personal cell phone number is used for contact 1 or contact 3, the Departmental cell phone number must be entered as contact 4).*

The TeleStaff Administrator and all sworn supervisors and commanders have access to update these contact fields in TeleStaff for their sworn employees. If phone contact information changes (particularly cell phone/text number), it should be updated as soon as possible so that personnel can receive notifications from the TeleStaff system.

V. SEPARATION FROM COUNTY EMPLOYMENT

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.

VI. PROPONENT UNIT: Personnel Section.

VII. CANCELLATION: This directive cancels Index Code 706, dated **08-30-13**.