



Alexandria Police Department

Directive 4.11C



CHANGE OF ADDRESS

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4.11C.01 PURPOSE/POLICY

The purpose of this directive is to ensure the maintenance of an up-to-date address and telephone directory of all personnel employed by the Alexandria Police Department. Occasionally incidents occur which necessitate the utilization of employees during their off-duty hours.

It is the policy of this Department to be in possession of the current address and telephone number for each of its employees in case of emergencies.

4.11C.02 RESPONSIBILITIES

- A. Employees are required to have an operable telephone in their residence at all times with the correct phone number on file with the Department. (A wireless phone may be used in lieu of a hard-wired phone.) The phone number on file must be one with the highest potential for contact in an emergency.
- B. Within 72 hours of a change of address or phone number, the employee affected shall:
 1. Complete a Personal Data Form (F-OMB-5051) and deliver it to their immediate supervisor. The form is available *in Microsoft InfoPath*;
 2. *Make the appropriate changes via the City's Employee Self-Serve*;

3. *If moving from one state (or the District of Columbia) to another state (or the District of Columbia), the completion of a state tax withholding form is also required.*

C. The supervisor receiving the completed form will:

1. *Immediately* forward the original Personal Data Form to Personnel and Training.
 2. Update the succession of command/emergency contact list for their unit, noting the change in italics.
 3. Forward the succession of command list to *the Accreditation Manager* at the beginning of the next quarter (13.3 Annex 1, III. B.).
- D.** Personnel and Training will update the information in the *Munis Enterprise Resource Planning (ERP) payroll system* upon receipt of the Personal Data Form (F-OMB-5051).
- E.** Additional forms to update employee benefit information (i.e., life insurance, retirement, deferred compensation) are available on AlexNet only as the vendors provide them and are subject to change.

By Authority Of:

**David Huchler
Acting Chief of Police**