

**Purpose**

It is the purpose of the Cecil County Sheriff's Office to establish guidelines and procedures for personnel to report the change of personal information.

**Policy**

It is the policy of the Cecil County Sheriff's Office to maintain accurate personnel records of all employees.

**Procedure**

**A. Changes in Personnel Information**

- 1) All Sheriff's Office employees will report any change in name, address or telephone number within three (3) working days of such change.
- 2) Employees will submit an original and one copy of the Personnel Information Form, CCSO Form SO-108, to their Supervisor who will then forward to their Lieutenant.
- 3) The Lieutenant of the effected employee will ensure processing of any new data to Command and the agency Human Resource Specialist.
- 4) For name, address changes or family status, a Human Resources Employee Address/Name Change form will be completed and forwarded to County Human Resources.