

## 1-01/040.00 Confidential Roster / Employee's Personal Information

Court Services Division Headquarters and the operations staff of each Bureau are required to maintain confidential rosters listing certain personal data of Division/Bureau personnel for administrative purposes. It is imperative that these rosters as well as Bureau personnel files contain current data on all Division personnel, both sworn and civilian. Personnel are reminded of the provisions of Manual of Policy and Procedures - which requires, in part, the following:

Employees shall submit an 'Employee's Personal Information' form (SH-AD-91) whenever there is a change in personal data, such as:

- Name
- Employee number
- Position Title
- Badge Number
- Assignment (includes intra-Division Changes)
- Address and/or telephone number
- Emergency notification data
- Marital data
- Vehicle operator's license
- Gun data (includes all Department authorized firearms used in an official capacity, whether on or off duty, which are purchased, issued, stolen or lost)

Employees shall sign and submit the completed SH-AD-91 to their immediate supervisor. The form shall be reviewed and noted by the employee's immediate supervisor. It shall be the supervisor's responsibility to ensure that the Unit Timekeeper enters address changes into County Wide Timekeeping and Personnel/Payroll System (CWTAPPS). The Unit Timekeeper should sign and date the form, and forward the original to Personnel Administration, Alpha Processing Unit. A copy of their completed form should be maintained at the employee's unit of assignment. Supervisors, at the time of the employee's annual evaluation, shall review the employee's personnel file to confirm the employee has current a SH-AD-91A, as well as, current beneficiary information on file. The file review and discussion shall be noted in the performance evaluation narrative.

NOTE: Name and marital status changes require supporting legal documentation.

All full time employees shall resubmit the 'Employee's Personal Information' form (SH-AD-91) annually on March 1st. This form shall be signed, dated, and submitted with or without changes. Changes shall be "highlighted." This form shall be submitted with the required "Employee Report on Outside Employment Activities of Full-time, Permanent County Employees" (form SH-AD-651).

Unit Commanders shall ensure that their employees comply with the above policy.

---