

**CHAPTER 12**  
**NAME, ADDRESS, TELEPHONE, MARITAL STATUS,**  
**EMERGENCY INFORMATION**  
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## CHAPTER 12

### NAME, ADDRESS, TELEPHONE, MARITAL STATUS, EMERGENCY INFORMATION

#### 1. GENERAL.

a. Contact Telephone Number Requirement. Uniformed employees, Public Safety Operators, Public Safety Dispatchers, Public Safety Dispatch Supervisors I/II, nonuniformed section commanders, and Division chiefs and their alternates shall maintain a contact telephone number. In those instances where it can be shown that the maintenance of telephone service is a hardship upon the employee, or that service cannot be obtained, the employee shall provide an effective substitute method of contact.

b. Notification of Changes.

(1) Employees shall promptly report changes in names, address, telephone number, marital status, or emergency information as outlined in this chapter, so that their personnel records in the Department and in other state agencies can be kept accurate and up to date.

(2) As changes occur, the employee shall notify the commander and complete any forms required to bring the employee's records up to date.

(3) Annex A of this chapter contains a list of forms and other notifications that are needed for various changes and pertinent chapters within this manual that contain instructions and requirements for each type of change.

(4) All forms referred to in this chapter can be located on the California Highway Patrol Intranet site under the Forms heading with the exception of Department of Motor Vehicles (DMV) form INV-32, Request for Confidentiality of Home Address, which can be obtained through the Area command.

#### 2. STD. 686, EMPLOYEE ACTION REQUEST.

a. Requirements. An STD. 686 must be completed upon the employee's initial appointment and to report any changes thereafter in the following (refer to Chapter 29, Payroll Deductions and Salary Warrants, of this manual):

(1) Name. Attach a copy of the new social security card or the form filed with the Social Security Administration reporting a name change. These are the only documents accepted as verification.

- (2) Address.
- (3) Marital Status.
- (4) Withholding Tax Exemption.

b. Applies to Official State Payroll Records Only. The STD. 686 is only used to change official state payroll records and does not replace other required forms.

3. CHP 102, ADDRESS AND EMERGENCY INFORMATION. Each employee shall complete a CHP 102 upon employment with the Department and thereafter when changes occur in such information. The CHP 102 shall be completed and distributed according to the instructions on the form.

4. STD. 243, DESIGNATION OF PERSON(S) AUTHORIZED TO RECEIVE WARRANTS (GC § 12479). Each employee shall complete an STD. 243 upon employment with the Department and thereafter when there is a change in a designee, a designee's name, or a designee's address.

a. Provisions. The STD. 243 designates a person who, on the death of the employee, shall be entitled to receive and negotiate warrants issued to the employee by the California State Controller's Office for payment of time worked and/or lump-sum payments for accumulated credit. Warrants due to a deceased employee can be released only to a designee who is 18 years of age or over. Single persons with minor dependents need legal advice in order to leave final warrants to a minor.

b. Completion of the STD. 243, Designation of Person(s) Authorized to Receive Warrants (GC § 12479).

(1) Effective August 2011, the STD. 243 was revised to allow employees to elect a primary designee and up to three additional contingent designee(s). Employees electing to identify one or more contingent designees, in addition to a primary designee, shall complete a STD. 243 (Revised 8/2011) and submit the original document to Human Resources Section (HRS), Personnel Transactions Unit (PTU). No errors or corrections are permitted in the name of the designees. If an error is made, a new form must be completed.

(2) Change of Designee. To change a designee, the employee shall complete and submit a STD. 243 in the same manner described above.

(3) Revocation of Designee. An employee may completely revoke a designation at any time by submitting a letter in duplicate to HRS, PTU, or by submitting an STD. 243 with the word "None" entered in the space on the form

provided for the name of the designee. If a letter is submitted, the copy will be returned to the command to file with the employee's STD. 243.

b. Applies to Payroll Warrants Only. The designation on the STD. 243 does not establish or change the beneficiary for anything other than the receipt of state payroll warrants. Separate notices are required to establish/change beneficiary designations for retirement, group insurance, and employee organization benefits. (Refer to Chapter 10, Retirements, of this manual.)

c. Transfer of Employee to Another Agency. The STD. 243 on file for an employee who transfers to another state agency will be forwarded to the new agency by HRS, Personnel Files Services.

5. OTHER VOLUNTARY PAYROLL DEDUCTIONS. It is the responsibility of employees to report name, address, and beneficiary changes directly to the companies to which they have authorized payroll deductions, such as insurance companies, credit unions, employee organizations, and deferred compensation plans.

6. CHANGE IN SOCIAL SECURITY RECORDS. Employees covered under Social Security Old Age Survivors and Disability Insurance must report any change of name directly to the Social Security Administration in order to keep their social security account accurate. Required forms are available at local Social Security Administration offices.

7. NOTIFICATION FOR EXAMINATIONS AND ELIGIBLE LISTS.

a. When an employee has a name or address change and the employee is participating in a current examination, or the employee's name appears on any existing eligible list, the employee must send written notification to Selection Standards and Examinations Section, P.O. Box 942898, Sacramento, CA 94298-0001.

b. In addition to the change in name or address, the notification must include a copy of the "Notice of Examination Results" or the following information:

- (1) Social security number.
- (2) Examination class title.
- (3) Examination date.
- (4) List date.

(5) Type of examination (e.g., open, servicewide promotional, departmental promotional). If the examination is a departmental promotional, indicate the name of the department.

**8. DEPARTMENT OF MOTOR VEHICLES FORM INV-32, REQUEST FOR CONFIDENTIALITY OF HOME ADDRESS.**

c. Peace officers, Public Safety Dispatchers/dispatch supervisors, and Motor Carrier Specialist Is are eligible to request the DMV to maintain confidentiality of their home address as provided in the California Vehicle Code, Section 1808.4. It is the responsibility of the employee to request confidential status through the command by completing an INV-32 upon or during appointment to an eligible classification. The INV-32 shall be completed and distributed according to the instructions on the form. (Refer to Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 7, Reports of State Business Vehicle Collisions.)

d. When changes occur (e.g., purchase or selling of a vehicle, divorce), it is the employee's responsibility to complete a new INV-32 and submit it through the command.

e. The home address of the surviving spouse or child shall remain confidential for three years following the death of the eligible employee.

**9. CHP 611A, INSTRUCTIONS FOR COMPLETING THE FORM CHP 611B (INSTRUCTIONS IN THE EVENT OF DEATH).**

f. The CHP 611A contains directions for completing the CHP 611B, Instructions in the Event of Death, and is used to document the employee's election to complete or not complete a CHP 611B.

g. Every employee shall complete and sign a CHP 611A. The CHP 611A shall be placed in the employee's field personnel folder immediately behind the CHP 102. The employee shall review and update this information at the time of the employee's annual performance appraisal.

**10. CHP 611B, INSTRUCTIONS IN THE EVENT OF DEATH.**

h. The CHP 611B allows employees to provide specific personal information regarding the location of family members, documents, personal assets, weapons, vehicles, and other personal property. It also allows an employee to provide preferences for planning a funeral or memorial service.

i. Completion of the CHP 611B is voluntary and does not replace the CHP 102. The CHP 611B may be placed in the employee's field personnel folder or other location according to instructions contained in the CHP 611A. Information contained in the CHP 611B should be reviewed and updated during the employee's annual performance appraisal.



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## ANNEX A

### NOTIFICATION OF CHANGES

Form or Notification Required		Reference to Highway Patrol Manual 10.3	Type of Change			
			Name	Address	Telephone	Marital Status
STD. 686	Employee Action Request	Chapter (Ch.) 12	X	X		X
CHP 102	Address and Emergency Information	Ch. 12	X	X	X	X
STD. 243	Designation of Person(s) Authorized to Receive Warrants	Ch. 12 Ch. 31	X	X		X
---	Other Voluntary Payroll Deductions	Ch. 12	X	X		
---	Change in Social Security Records	Ch. 12	X			
---	Examinations in Process or Current Employment List Eligibility	Ch. 12	X	X		
DMV INV-32	Request for Confidentiality of Home Address	Ch. 12	X	X		X
CHP 611A	Instructions for Completing the Form CHP 611B (Instructions in the Event of Death)	Ch. 12	X			
CHP 611B	Instructions in the Event of Death	Ch. 12	X	X		X

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