

CHAPTER 12
NAME, ADDRESS, TELEPHONE, MARITAL STATUS, AND
EMERGENCY INFORMATION

REVISED JULY 2026

TABLE OF CONTENTS

<u>GENERAL</u>	12-3
Contact Telephone Number Requirement	12-3
Notification of Changes	12-3
<u>STD. 686, EMPLOYEE ACTION REQUEST</u>	12-3
Requirements	12-3
Applies to Official State Payroll Records Only	12-4
<u>CHP 102, ADDRESS AND EMERGENCY INFORMATION</u>	12-4
<u>STD. 243, DESIGNATION OF PERSON(S) AUTHORIZED TO RECEIVE</u> <u>WARRANTS (GC § 12479)</u>	12-4
Provisions.....	12-4
Completion of the STD. 243, Designation of Person(s) Authorized to Receive Warrants (GC § 12479)	12-4
Revocation of Designee	12-4
Applies to Payroll Warrants Only	12-4
Transfer of Employee to Another Agency	12-5
<u>OTHER VOLUNTARY PAYROLL DEDUCTIONS</u>	12-5
<u>CHANGE IN SOCIAL SECURITY RECORDS</u>	12-5
<u>NOTIFICATION FOR EXAMINATIONS AND ELIGIBLE LISTS</u>	12-5
<u>DEPARTMENT OF MOTOR VEHICLES FORM INV 32, REQUEST FOR</u> <u>CONFIDENTIALITY OF HOME ADDRESS</u>	12-5
<u>CHP 611A, INSTRUCTIONS FOR COMPLETING THE FORM CHP 611B</u> <u>(INSTRUCTIONS IN THE EVENT OF DEATH)</u>	12-6
<u>CHP 611B, INSTRUCTIONS IN THE EVENT OF DEATH</u>	12-6

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 12

NAME, ADDRESS, TELEPHONE, MARITAL STATUS, AND 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 name, address, telephone number, marital status, or emergency information, as outlined in this chapter, so that the employee's 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) All forms referred to in this chapter can be located on the CHP Intranet site under the Forms heading.

2. STD. 686, EMPLOYEE ACTION REQUEST.

a. Requirements. An STD. 686 must be completed and submitted to the Human Resources Section (HRS), Personnel Transactions Unit (PTU), 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 the warrants that would have been payable to the decedent had they survived. Designee(s) must be 18 years of age or older. Single persons with minor dependents should seek legal advice.

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

(1) Employees electing to identify one or more contingent designees, in addition to a primary designee, shall complete an STD. 243 and submit the original document to HRS, 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 an STD. 243 in the same manner described above.

c. 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.

d. 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.)

e. 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 to keep their social security account accurate. Required forms are available at local Social Security Administration offices; to find the nearest office, refer to <https://www.ssa.gov/locator>.

7. NOTIFICATION FOR EXAMINATIONS AND ELIGIBLE LISTS. When an employee has a name, address, and/or e-mail change, and the employee is participating in a current examination or the employee's name appears on any existing eligible list, the employee shall update their contact information in their CalCareers account.

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

a. Peace officers, Public Safety Dispatchers, Public Safety Dispatch Supervisors, and Motor Carrier Specialist I's are eligible to request DMV to maintain confidentiality of their home address as provided in Section 1808.4 of the California Vehicle Code. 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 e-mailed to HRS at DMVCHAP@chp.ca.gov. A supervisor or manager shall approve the form in Section 4 as the Authorized Personnel. The HRS will complete the Headquarters Agency Contact section upon receipt and will enter the information into the database. Completed forms shall be maintained in the employee's personnel file. (Refer to Highway Patrol Manual 100.86, Risk Management Manual, Chapter 5, Reports of Incidents – State Business Vehicle Collisions.)

b. 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.

- c. 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).

- a. 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.
- b. 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.

- a. 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.
- b. 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.