

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

EMPLOYEE PERSONAL INFORMATION FORM

CLEARLY PRINT OR TYPE ALL INFORMATION.

NAME (Last, First, Middle)	EMPLOYEE #	DCS UNIT ID (Tac Call)
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SECTION A:

☐ I HAVE **NO** CHANGES TO MY ADDRESS OR EMERGENCY CONTACT INFORMATION.

(IF YOU CHECK THIS BOX, LEAVE SECTIONS B AND C BLANK AND SKIP TO SECTION E)

☐ I HAVE CHANGES TO **(CHECK ALL THAT APPLY)**

☐ **SECTION B: ADDRESS AND CONTACT INFORMATION**

COMPLETE ONLY IF THERE ARE UPDATES TO YOUR PERSONAL INFORMATION. (IF **NO CHANGES ARE NEEDED FOR SECTIONS C OR D; SKIP TO SECTION E)**

HOME ADDRESS (Number, Street, City, State, Zip Code)			This address is in: <input type="checkbox"/> LA County <input type="checkbox"/> Other County
MAILING ADDRESS (<u>ONLY</u> if different from home: Number, Street, City, State, Zip Code)			This address is in: <input type="checkbox"/> LA County <input type="checkbox"/> Other County
<u>HOME</u> PHONE () -	<u>WORK</u> PHONE () -	<u>CELL</u> PHONE () -	HOME E-MAIL ADDRESS

☐ **SECTION C: EMERGENCY CONTACT INFORMATION**

COMPLETE ONLY IF THERE ARE UPDATES TO YOUR EMERGENCY CONTACTS.

EMERGENCY CONTACT NAME (Last, First, Middle)			Relationship
HOME ADDRESS (Number, Street, City, State, Zip Code)			This address is in: <input type="checkbox"/> LA County <input type="checkbox"/> Other County
<u>HOME</u> PHONE () () -	<u>WORK</u> PHONE () -	<u>CELL</u> PHONE () -	
EMERGENCY CONTACT NAME (Last, First, Middle)			Relationship
HOME ADDRESS (Number, Street, City, State, Zip Code)			This address is in: <input type="checkbox"/> LA County <input type="checkbox"/> Other County
<u>HOME</u> PHONE () -	<u>WORK</u> PHONE () -	<u>CELL</u> PHONE () -	

☐ **SECTION D: DELETE EMERGENCY CONTACT**

IF YOU NEED TO REMOVE AN EXISTING EMERGENCY CONTACT, PLEASE CHECK THIS SECTION AND COMPLETE THE INFORMATION BELOW.

EMERGENCY CONTACT NAME (Last, First, Middle)	Relationship
EMERGENCY CONTACT NAME (Last, First, Middle)	Relationship

SECTION E: SIGNATURE

EMPLOYEE SIGNATURE	DATE
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-----FOR PERSONNEL ADMINISTRATION BUREAU USE ONLY-----

Updated by / employee #:	Date updated:	Approved by / employee #:	Date approved:
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