



East Norriton Township Police Department

GENERAL ORDER 7.1.13

CHANGE OF ADDRESS, NAME OR PERSONNEL DATA

Subject:

Issued Date:

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Effective Date:

March 23, 2011

Revised Date:

PLEAC STANDARD Reference

Index Words

7.1.13 Change of Address, Name or Personnel Data

- A. Members of the East Norriton Police Department will ensure that personnel information files contain accurate, up-to-date telephone number and address.
1. TELEPHONE NUMBERS
 - a. All personnel will furnish this Department with a primary and if applicable secondary telephone number.
 - b. NOTIFICATION - Change of telephone number will be submitted to the Chief of Police within 48 hours after a change in the telephone number is made.
 2. CHANGE OF ADDRESS
 - a. Personnel will submit to the Chief of Police the change of address at least 24 hours BEFORE the change.
 3. CHANGE OF NAME
 - a. Personnel will submit to the Chief of Police the change in name as soon as possible.

By order of:

A handwritten signature in cursive script, appearing to read "Brandon Pasquale".

Brandon Pasquale
Chief of Police