

RESIDENCE CERTIFICATION

This order delineates the procedures for members to inform the Department whenever they change their residence address, tax status, or personal information.

3.06.01 PROCEDURES

A. RESPONSIBILITIES OF MEMBERS

1. **NEW ASSIGNMENT.** On the first day of work with the Department or when transferred to a new unit, complete a Certificate of Residence (SFPD 11) in triplicate and submit it to your commanding officer or officer-in-charge.
2. **CHANGES.** Complete a new Certificate of Residence and update the SF Employee Portal (www.sfgov.org/sfemployee) within two weeks of the change whenever any of the following occur:
 - a. Your residence, business or cellular telephone number changes.
 - b. Your residence address changes, including both your physical home address and your mailing address. You shall include both addresses. A. P.O. Box or the street address of any post office or mailing service provider will not be accepted as a member's physical home address.
 - c. The name or contact information of the person to notify in an emergency changes.
 - d. Your email address changes.
 - e. You change your name.
3. **CHANGE OF NAME / ADDRESS / TAX.** If your name, address or tax status changes, also go to the Payroll Section and prepare a new W-4 and DE-4 (state equivalent of W-4) forms.

B. RESPONSIBILITY OF THE COMMANDING OFFICER / OFFICER-IN-CHARGE

- a. Forward the original Certificate of Residence to Staff Services and a copy to the Operations Center. Retain a second copy at the unit.
- b. Supervisors are responsible of ensuring that all Certificate of Residences are filled out completely. Additionally, supervisors shall direct members to update the SF Employee Portal.