Sonoma County Sheriff' Office

Personnel/Payroll/Security Change of Status Notice (COSN)

General Information

Employee's Last Name: Marlowe First Name: Adam Preferred Name: _____

HR Req. #: N/A SO ID#: [redacted] ePosition #: [redacted] Effective Date: 01/14/2023

From Budget Unit: 30020300 To Budget Unit: N/A

From Job Classification: Correctional Deputy To Job Classification: N/C

From Location/Assignment: MADF To Location/Assignment: Admin Leave-Personnel Monitor

New Supervisor: _____ Payroll Approver: _____

Move Form Completed and Submitted to Sheriff IT: ☐ Yes ☐ No ☑ N/A

Status

☐ New Appointment ☐ FT ☐ PT # Hours_____ ☐ Extra Help ☐ Volunteer ☐ Intern Paid ☐ Intern Unpaid

☐ Reinstatement ☐ Promotion ☑ Transfer ☐ Retirement ☐ Separation

For the above, is this: ☐ Permanent ☑ Temporary From:_____ To: _____

☐ Change/Establish Shift: _____ Days Off: _____

Specialties/Access

☐ Premium/Specialty: ☐ Add _____ ☐ Delete _____

Call-Out List: ☐ Add _____ ☐ Delete _____

☐ Special Assignment: ☐ Add _____ ☐ Delete _____

Building Access: ☐ Add _____

☑ Delete Restrict building access, lobby only.

Computer Access: ☐ Add _____

☑ Delete temporarily suspend network access

Personal Information

☐ Change of Address/Phone Effective Date: _____

New Address: _____

New Home Phone: _____ New Cell: _____

☐ Add Emergency Contact

Name: _____ Phone: _____ Name: _____ Phone: _____

☐ Delete Emergency Contact

Name: _____ Phone: _____ Name: _____ Phone: _____

☐ Name Change To: _____

Note: Employee must process name changes in person with Payroll. Employee must have Social Security Card.

Notes

NOTES/COMMENTS:

Lobby access only.

Submitted by: Marina Luna **Authorized By:** Marina Luna **Date**: 1/15/2023

All Staff Distribution: ☑ (Sheriff-Le-Staff, Detention-Staff) Limited Distribution: ☐ (Use only per Member Information Change Policy)