

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

PERSONNEL MAINTENANCE REQUEST FORM

**Fax to: Emergency Communications/911
Computer Support Division
727-464-5012 (fax) 727-464-3879 (phone)**

REQUESTED BY: _____
DEPARTMENT/AGENCY: _____ PHONE: _____

NEW USER/EMPLOYEE

NAME: _____
PERSONNEL NUMBER: _____
FROM ANOTHER AGENCY? _____
WORKING PART TIME AT ANOTHER AGENCY? _____
SECURITY TO BE SET UP SAME AS: _____

CHANGE IN SECURITY LEVEL?

NAME: _____ PERSONNEL NUMBER: _____
CHANGE TO MATCH (NAME AND PERSONNEL #): _____
UPGRADE MENU _____ TO ALLOW _____

DEACTIVATE EMPLOYEE?

*DISABLES LOGIN CAPABILITY WHILE SAVING COMPANY JOURNAL, TRAINING, ETC.)

NAME: _____ PERSONNEL #: _____

ASSIGN A MEMO QUEUE?

NAME: _____ PERSONNEL#: _____

OTHER REQUEST? _____

DIRECTIONS:

THIS FORM IS USED WHEN A NEW EMPLOYEE IS HIRED; ADD THEM TO THE COUNTY SYSTEM.

WHEN THE EMPLOYEE IS NO LONGER EMPLOYED, DEACTIVATE THEM USING THIS FORM ALSO.

FORM IS FOUND ON 911 INTRANET

LOG IN

LOOK ON LEFT COLUMN: PINELLAS COUNTY FORMS

PERSONNEL MAINTENANCE FORM.PDF

FILL OUT (CAN BE DONE ON THIS SITE)

FAX

PUT IN PERSONNEL FILE