

**CORRECTION TO RECORD**

POST 2-362 (08/2023)

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INFORMATION PRIVACY ACT: Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information. Failure to provide any part of the requested information may delay processing of this application or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the Strategic Communications and Research Bureau for instructions on requesting records.

**INSTRUCTIONS**

- Complete Section 1–Identification, AND as appropriate, Section 2–Appointment OR Section 3–Termination/Separation and Section 4–Attestation.
- Please type or legibly print (in ink) all required information. Use the TAB key (or SHIFT-TAB) to navigate between boxes.
- Email a printout of this Notice to [correctiontorecord@post.ca.gov](mailto:correctiontorecord@post.ca.gov) within 10 days of such actions.

**SECTION 1: IDENTIFICATION**

1. POST ID NUMBER (OR SSN)	2. NAME (Last, First, Middle)	3. BIRTHDATE (MM/DD/YYYY)
4. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	5. ALSO KNOWN AS (Last, First Middle)	
6. RACE/ETHNICITY (Check box that best describes race/ethnicity – <a href="#">See INSTRUCTIONS for Definition</a> ) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other		
7. RANK / CLASSIFICATION (Select and enter the POST Code from the list – <a href="#">See INSTRUCTIONS for Rank/Class</a> )	8. AGENCY	

**SECTION 2: APPOINTMENT**

9. APPOINTMENT DATE (MM/DD/YYYY)	10. TIME BASE <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal Part time	11. PAY STATUS <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
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**SECTION 3: TERMINATION/SEPARATION**

NOTE: Any corrections to this section for a peace officer who was initially separated on or after **January 1, 2023** must be accompanied by a new Affidavit of Separation.

12. DATE OF FINAL SEPARATION (MM/DD/YYYY)	13. TYPE OF SEPARATION <input type="checkbox"/> Retired <input type="checkbox"/> Resigned <input type="checkbox"/> Deceased <input type="checkbox"/> Involuntary Separation <input type="checkbox"/> Did Not Complete Probation <input type="checkbox"/> Separated Pending Complaint, Administrative Charge, or Investigation for Serious Misconduct
14. EXPLANATION FOR CORRECTION:	

**SECTION 4. ATTESTATION****15. ATTESTATION OF REPORTING OFFICIAL**

I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry, and that the information is substantiated by agency personnel records.

Print Full Name:

Title:

Contact Number (       )

Signature

Date:

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**SECTION 5. RACE / ETHNICITY**

Use these definitions to assist you in selecting the category that best describes the appointee's race/ethnicity.

**American Indian or Alaska Native**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

**Black or African American**

A person having origins in any of the black racial groups of Africa.

**Filipino**

A person having origins in any of the original peoples of the Philippine Islands.

**Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White**

A person having origins in any of the original peoples of Europe, Middle East, or North Africa.

**SECTION 6. RANK / CLASSIFICATION**

Use this list to select the POST code for the appointee's rank/classification. This code will appear on the appointee's profile in the Rank column under the Employment section.

<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>
Acting Chief .....	ACTC	Director .....	DIR	Ranger .....	RANG
Administrator .....	ADM	Dispatcher (I, II, III) .....	DIS	Ranger Manager .....	RNGM
Agent .....	AGNT	Dispatcher Manager .....	DISM	Ranger Supervisor .....	RNGS
Assistant Chief .....	ACHF	Dispatcher Supervisor .....	DISS	Records Supervisor .....	RECS
Assistant Commissioner .....	ACOM	District Attorney .....	DA	Records Supervisor/Dispatcher .....	RS/D
Assistant Marshal .....	AMAR	Division Chief .....	DVC	<i>(Full-time Records Supervisor AND full-time Dispatcher)</i>	
Assistant Sheriff .....	ASH	Inspector .....	INS	Reserve Level I .....	RI
Bureau Chief .....	BURC	Investigator (I, II, III) .....	INV	<i>(Peace officer authority for duration of assignment only)</i>	
Captain .....	CAPT	Investigator Manager .....	INVM	Reserve Level I (24 hours) .....	RI24
Chief .....	CHF	Investigator Supervisor .....	INVS	<i>(Peace officer authority 24 hours a day)</i>	
Chief Deputy .....	CDEP	Investigator, Welfare Fraud .....	WINV	Reserve Level II .....	RII
Chief Investigator .....	CHFI	Investigator Manager, Welfare Fraud .....	WINM	Reserve Level III .....	RIII
Commander .....	CMDR	Investigator Supervisor, Welfare Fraud .....	WINS	Sergeant .....	SGT
Commissioner .....	COM	Jail Assistant Sheriff .....	JASH	Sergeant-at-Arms .....	SGTA
Coroner .....	COR	Jail Commander .....	JCMR	Sergeant-at-Arms Chief .....	SGTC
Corporal .....	CPL	Jail Captain .....	JCAP	Sheriff .....	SH
Deputy (I, II, III) .....	DPTY	Jail Deputy .....	JDEP	Sheriff/Coroner .....	SHC
Deputy Chief .....	DCHF	Jail Lieutenant .....	JLT	Special Agent .....	SA
Deputy Commissioner .....	DCOM	Jail Senior Deputy .....	JSDP	Supervisor .....	SUP
Deputy Coroner .....	DCOR	Jail Sergeant .....	JSGT	Supreme Court Bailiff .....	SCB
Deputy Coroner Supervisor .....	DCRS	Lieutenant .....	LT	Trainee .....	TRN
Deputy Coroner Manager .....	DCRM	Manager .....	MGR	Undersheriff .....	US
Deputy Marshal (I, II, III) .....	DMA	Marshal .....	MAR	Warden .....	WARD
Detective (I, II, III) .....	DET	Police Officer (I, II, III) .....	PO		