
POST Administrative Manual

Chapter 4. Notifications

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Regulation 9040

**Employment Status Notifications
Peace Officers, Public Safety Dispatchers, Records Supervisors**

Rev 10/01/0807/01/10

§ 9040 (a) Employment Status Notification Requirements

(1) Peace Officers, Reserve Peace Officers, Public Safety Dispatchers, and Records Supervisors.

The employing department shall submit a Notice of Appointment/Termination (POST 2-114 - 8/2008) form notify to POST within 30 days, via the POST Electronic Data Interchange (EDI) system when by submitting a Notice of Appointment/Termination (NOAT) (POST 2-114) form of the personnel actions listed below occur [~~subsections (A)-(D)~~].

The ~~use of the~~ Notice of Appointment/Termination (NOAT) form, [POST 2-114](#) (Rev. 08/2008), may be mailed to POST is acceptable if the department is not registered for EDI access, or to request a correction to an incorrectly submitted transaction [Regulation §9040(b)(1)]. The EDI will link to the NOAT form (POST 2-114) which are is incorporated by reference.

(A) Appointment and Termination Actions. ~~Actions that include an a~~ Appointment or termination in employment status for of a:

1. peace officer
2. reserve peace officer
3. ~~P~~ public safety dispatcher (only public safety dispatchers employed by a ~~department participating in the POST Public Safety Dispatcher Program), or~~
4. ~~R~~ records supervisor

(B) Name Changes. Name changes actions that include a name change that affect a peace officer's, public safety dispatcher's or records supervisor's personnel or POST records as a result of a marriage, a divorce, or a legal name change.

~~(B)(C)~~ **Rank/Status Classification Changes.** Actions that involve include rank/status changes including promotions and demotions a classification change (e.g., F from a reserve peace officer position to any other peace officer position or (i.e. a non-reserve classification), public safety dispatcher, or records supervisor position (or vice versa), or for:

1. peace officer
2. reserve peace officer
3. public safety dispatcher
4. records supervisor

2. ~~From a jail deputy position [Penal Code § [830.1\(c\)](#)] appointments] to a public safety dispatcher, or records supervisor position (or vice versa), or~~
3. ~~From a public safety dispatcher position to a peace officer or records supervisor position (or vice versa), or~~
4. ~~From a records supervisor position to a peace officer or public safety dispatcher position (or vice versa).~~

~~(D)~~ **Promotions or Demotions.** Actions that include:

1. ~~A promotion/demotion of a peace officer to a first-level supervisory, middle management, or executive position, or~~
2. ~~A promotion/demotion from one reserve officer level to another reserve officer level, or~~
3. ~~A promotion/demotion of a jail deputy [Penal Code §830.1(c)] appointments] to any other peace officer position (or vice versa), or~~
4. ~~A promotion/demotion of a public safety dispatcher to a public safety dispatcher supervisor position, or public safety dispatcher supervisor to a public safety dispatcher manager position (or vice versa), or~~
5. ~~A promotion/transfer of any peace officer to an “interim or acting” department head position.~~

§ 9040 (b) Employment Status Notification Changes.

(1) ~~Incorrectly s Submitted t Transactions.~~

~~When Occasionally a transaction is will be incorrectly submitted through the via the POST Electronic Database Interchange (EDI) database/NOAT application system, if the an authorized department employee who submitted the transaction requests a correction within 14 days, the correction can be made telephonically by shall contacting POST EDI staff. within After 14 days. The correction can be made telephonically through the EDI staff. After 14 days, a Notice of Appointment and Termination NOAT form, [POST 2-114](#) (Rev. 08/2009), shall and a written justification for the correction shall be sent to POST be submitted to requesting the change, along with a brief explanation.~~

(2) ~~Reinstatements. Changes in Department Personnel Actions.~~

~~When the department has terminated a person, but the person has been reinstated, termination is reversed by a court or an administrative hearing judge, the department shall notify POST in writing within 30 days of the change in personnel action. The department head shall submit a hard copy NOAT form new Notice of Appointment/Termination form, POST 2-114 (Rev. 08/2009), indicating a correction to record, along with a copy of the official reinstatement documentation. ~~the official decision from the court or the administrative hearing judge.~~~~

NOTE: Authority cited: Section 13506, Penal Code. Reference: Sections 13510.03, 13512. Notice of Appointment/Termination, POST 2-114 created 5/1979, revised 6/1987, revised 10/1988, revised 12/1997, revised 1/2000, revised 08/2008, is hereby incorporated by reference.

§ 9041 (a) Disqualification Notification Requirements.

(1) Investigating Department.

Whenever a ~~former~~former peace officer or former peace officer is adjudged guilty of a felony offense, or for any ~~other~~ reason specified in Government Code §1029 that

disqualifies the individual from being employed as a peace officer, POST shall be notified in writing within 30 days of the final disposition.

a.) If the individual is currently employed as a peace officer, the employing department shall notify POST of the final disposition.

b.) If the individual is a former peace officer, the law enforcement

department responsible for the investigation shall notify POST of the final disposition. ~~the law enforcement department responsible for the investigation of the circumstances that led to the disqualification shall notify the Commission, within 30 days, in writing of the final adjudicative disposition.~~

(2) **Documentation.**

The written notification shall be sent on department letterhead and include:

1. ~~The~~ name of the peace officer or former peace officer
2. ~~The~~ disqualification reason pursuant to G.C. §1029
3. ~~C~~ case number
4. ~~N~~ name of the adjudicating court
5. ~~D~~ date of adjudication
6. copy of the official documentation substantiating the disqualification (i.e., Settlement agreement, Civil Service agreement or Court Order showing the parties involved in the action, summary or action page that states the action to be taken by the agency, the page of the court order bearing the official signature(s) and the conclusion,)
7. ~~The~~ law enforcement department responsible for the investigation, ~~of the charge~~

NOTE: Authority cited: Section 13506, Penal Code. Reference: Sections 13510.03, 13512. Notice of Appointment/Termination, POST 2-114 created 5/1979, revised 6/1987, revised 10/1988, revised 12/1997, revised 1/2000, revised 08/2008), is hereby incorporated by reference.

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