

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 POST Administrative Services Bureau for instructions on requesting records.

INSTRUCTIONS

- Complete Section 1–Identification, AND *as appropriate*, Section 2–Appointment **OR** Section 3–Termination ([POST Reg 1003](#)) 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.
- Mail a printout of this Notice to the above address ATTN SCR EDI Helpdesk within 30 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		5. ALSO KNOWN AS (Last, First Middle)		FOR POST USE ONLY	
6. RACE/ETHNICITY (Check box that best describes race/ethnicity – See INSTRUCTIONS for Definitions)					
<input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Native Hawaiian or Pacific Islander		<input type="checkbox"/> White		<input type="checkbox"/> Filipino	
		<input type="checkbox"/> Other		<input type="checkbox"/> Hispanic or Latino	
7. RANK / CLASSIFICATION (Select and enter the POST Code from the list – See INSTRUCTIONS for Rank/Class)				8. DEPARTMENT NAME	

SECTION 2. APPOINTMENT

9. APPOINTMENT DATE (MM/DD/YYYY)		11. APPOINTMENT STATUS (Check the appropriate Status box; also check the appropriate Reserve Level in Box 12 if applicable)			
10. APPOINTMENT TYPE (POST Reg 1003)		<input type="checkbox"/> Peace Officer <input type="checkbox"/> Dispatcher – <i>Go to box 13</i> <input type="checkbox"/> Records Supervisor – <i>Go to box 14</i> <input type="checkbox"/> Reserve Peace Officer <input type="checkbox"/> Level RI – <i>Authority for duration of assignment</i> <input type="checkbox"/> Level RI24 – <i>Authority 24 hours/day</i> <input type="checkbox"/> Level II <input type="checkbox"/> Level III			
<input type="checkbox"/> New <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Appointment Status Change <i>(Examples: Reserve to Peace Officer, Dispatcher to Reserve, etc.)</i> <input type="checkbox"/> Correction to Record <i>(please mark corrections on hard copy with highlighter)</i>		12. PEACE OFFICER RESERVE LEVEL (Penal Code 830)			
		Complete this item for <i>Peace Officer</i> or <i>Reserve Peace Officer</i> status ONLY. Enter the complete Penal Code subsection which describes the peace officer authority of the above-named appointee..... PC 830, Subsection: _____ <i>with highlighter</i>			
13. TIME BASE (POST Reg 1001)				14. PAY STATUS	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal Full Time <input type="checkbox"/> Seasonal Part Time				<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

SECTION 3. TERMINATION

15. TERMINATION DATE (MM/DD/YYYY)	16. REASON FOR TERMINATION
	<input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Felony/Serious Crime Conviction (<i>refer to PAM Section 1003(c)</i>) <input type="checkbox"/> Deceased <input type="checkbox"/> Other: _____

SECTION 4. ATTESTATION

17. 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: _____

INSTRUCTIONS – [Back to Form](#)

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.

Other

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 Peace Officer Profile (P101) 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	Police Officer (I, II, III).....	PO
Administrator.....	ADM	Dispatcher (I, II, III).....	DIS	Ranger.....	RANG
Agent.....	AGNT	Dispatcher Manager.....	DISM	Ranger Manager.....	RNGM
Assistant Chief.....	ACHF	Dispatcher Supervisor.....	DISS	Ranger Supervisor.....	RNGS
Assistant Commissioner.....	ACOM	District Attorney.....	DA	Records Supervisor.....	RECS
Assistant Marshal.....	AMAR	Division Chief.....	DVC	Records Supervisor/Dispatcher.....	RS/D
Assistant Sheriff.....	ASH	Inspector.....	INS	(Full-time Records Supervisor AND full-time Dispatcher)	
Bureau Chief.....	BURC	Investigator (I, II, III).....	INV	Reserve Level I.....	RI
Captain.....	CAPT	Investigator Manager.....	INVM	(Peace officer authority for duration of assignment only)	
Chief.....	CHF	Investigator Supervisor.....	INVS	Reserve Level I (24 hours).....	RI24
Chief Deputy.....	CDEP	Investigator, Welfare Fraud.....	WINV	(Peace officer authority 24 hours a day)	
Chief Investigator.....	CHFI	Investigator Manager, Welfare Fraud.....	WINM	Reserve Level II.....	RII
Commander.....	CMDR	Investigator Supervisor, Welfare Fraud....	WINS	Reserve Level III.....	RIII
Commissioner.....	COM	Jail Assistant Sheriff.....	JASH	Sergeant.....	SGT
Coroner.....	COR	Jail Commander.....	JCMR	Sergeant-at-Arms.....	SGTA
Corporal.....	CPL	Jail Captain.....	JCAP	Sergeant-at-Arms Chief.....	SGTC
Deputy (I, II, III).....	DPTY	Jail Deputy.....	JDEP	Sheriff.....	SH
Deputy Chief.....	DCHF	Jail Lieutenant.....	JLT	Sheriff/Coroner.....	SHC
Deputy Commissioner.....	DCOM	Jail Senior Deputy.....	JSDP	Special Agent.....	SA
Deputy Coroner.....	DCOR	Jail Sergeant.....	JSGT	Supervisor.....	SUP
Deputy Coroner Supervisor.....	DCRS	Lieutenant.....	LT	Supreme Court Bailiff.....	SCB
Deputy Coroner Manager.....	DCRM	Manager.....	MGR	Trainee.....	TRN
Deputy Marshal (I, II, III).....	DMA	Marshal.....	MAR	Undersheriff.....	US
Detective (I, II, III).....	DET			Warden.....	WARD