

CORRECTION TO RECORD

POST 2-362 (10/2025)

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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 or emailed to cpra@post.ca.gov.

INSTRUCTIONS

- All corrections to records require completion of Sections 1, 4, and 5. (*Note:* For Status Change corrections, provide changes in Section 4.)
- Corrections to **appointment** or **termination** records also require completion of Section 2 OR Section 3, as appropriate, and supporting documents, per Commission Regulation 1003(b), if/as required.
- Please type or legibly print (in ink) all required information. Use the TAB key (or SHIFT-TAB) to navigate between boxes.
- Email this completed form to 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 – See INSTRUCTIONS for Definition) <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 – See INSTRUCTIONS for Rank/Class)	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
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SECTION 4: EXPLANATION FOR CORRECTION

14. EXPLANATION FOR CORRECTION:

SECTION 5. 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		