

**NOTICE OF APPOINTMENT/TERMINATION**

POST 2-114 (08/2008)

The Information Practices Act (IPA) of 1977 (Civil Code Sections 1798.17, et seq.) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting confidential or personal information from individuals. The information is mandatory and the failure to provide all or any part of the requested information may delay the processing of this form or result in an incomplete record. No disclosures will be made except in accordance with Civil Code Section 1798.24 of the IPA of 1977. Each individual for whom information is collected has the right to inspect his/her own record. The POST law enforcement agency currently employing an individual may access this information in accordance with POST's Record Disclosure Policy. The Commission on POST requires the Social Security Number or POST Identification Number for identification purposes. Inquiries may be directed to the POST Records Manager at the above address.

**INSTRUCTIONS**

- Complete the IDENTIFICATION INFORMATION section, and as appropriate, either the APPOINTMENT or TERMINATION section (Regulation 9040).
- Please type or legibly print (in ink) all required information.
- Mail this Notice to POST at the above address within 30 days of such actions.

**IDENTIFICATION INFORMATION**

1. POST I.D. NUMBER (OR SSN)	2. NAME (LAST) (FIRST) (MIDDLE)	3. BIRTH DATE Month Day Four-Digit Year
4. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	5. ALSO KNOWN AS (LAST) (FIRST) (MIDDLE)	<b>FOR POST USE ONLY</b>
6. RACE/ETHNICITY (Mark the box that best describes the appointees' race/ethnicity. See the reverse for definitions.)		
<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 Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other
7. RANK / CLASSIFICATION (Select and enter the POST Code from the list on the reverse.)		8. DEPARTMENT NAME

☐ **APPOINTMENT**

9. APPOINTMENT DATE Month Day Four-Digit Year	11. APPOINTMENT STATUS (Mark the appropriate status box.)
10. APPOINTMENT TYPE (Refer to Regulation 1003.) <input type="checkbox"/> New <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Appointment Status Change (e.g., reserve to peace officer, or dispatcher to reserve, etc.) <input type="checkbox"/> Correction to Record (highlight correction/s)	<input type="checkbox"/> PEACE OFFICER <input type="checkbox"/> RESERVE PEACE OFFICER Also check the appropriate RESERVE LEVEL <input type="checkbox"/> Level I - Peace officer authority 24 hours a day <input type="checkbox"/> Level I - Peace officer authority for duration of assignment only <input type="checkbox"/> Level II <input type="checkbox"/> Level III
	<input type="checkbox"/> DISPATCHER (Go to box 13) <input type="checkbox"/> RECORDS SUPV (Go to box 13)
	12. PEACE OFFICER AUTHORITY (Complete this item for Peace Officer or Reserve Peace Officer status only. Enter the complete Penal Code Section, including any subsections, which describes the peace officer authority of the above named appointee.) Penal Code Section 830. _____
	13. TIME BASE <input type="checkbox"/> Full Time (Regulation 1001) <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Full Time <input type="checkbox"/> Seasonal Part Time

☐ **TERMINATION**

15. TERMINATION DATE Month Day Four-Digit Year	16. REASON FOR TERMINATION <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Disqualified from being a peace officer (G.C. 1029) <input type="checkbox"/> Other
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## 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. The personnel records of this agency substantiate the information on this form.

SIGNATURE OF DEPARTMENT HEAD OR AUTHORIZED DESIGNEE

FULL NAME AND TITLE (type or print legibly)

DATE

# NOTICE OF APPOINTMENT/TERMINATION

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## ITEM 6 – RACE/ETHNICITY

**INSTRUCTIONS** – 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.

## ITEM 7 – RANK/CLASSIFICATION

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

## NOTICE OF APPOINTMENT / TERMINATION

POST 2-114 (Rev 8/2016)

Commission on  
Peace Officer Standards and Training (POST)  
860 Stillwater, Suite 100  
West Sacramento, CA 95605-1630

**— FORMALLY ADOPTED —**

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 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 – <a href="#">See INSTRUCTIONS for Definitions</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. 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 ( <a href="#">POST Reg 1003</a> )	<input type="checkbox"/> Peace Officer <input type="checkbox"/> Dispatcher – Go to box 13 <input type="checkbox"/> Records Supervisor – Go to box 14 <input type="checkbox"/> Reserve Peace Officer <input type="checkbox"/> Level RI – Authority for duration of assignment <input type="checkbox"/> Level RI24 – Authority 24 hours/day <input type="checkbox"/> Level II <input type="checkbox"/> Level III
	12. PEACE OFFICER RESERVE LEVEL ( <a href="#">Penal Code 830</a> )
<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>	Complete this item for Peace Officer or Reserve Peace Officer 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 ( <a href="#">POST Reg 1001</a> )	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 (refer to <a href="#">PAM Section 1003(c)</a> ) <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:

— FORMALLY ADOPTED —

**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.

**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>
Acting Chief.....	ACTC
Administrator.....	ADM
Agent.....	AGNT
Assistant Chief.....	ACHF
Assistant Commissioner.....	ACOM
Assistant Marshal.....	AMAR
Assistant Sheriff.....	ASH
Bureau Chief.....	BURC
Captain.....	CAPT
Chief.....	CHF
Chief Deputy.....	CDEP
Chief Investigator.....	CHFI
Commander.....	CMDR
Commissioner.....	COM
Coroner.....	COR
Corporal.....	CPL
Deputy (I, II, III).....	DPTY
Deputy Chief.....	DCHF
Deputy Commissioner.....	DCOM
Deputy Coroner.....	DCOR
Deputy Coroner Supervisor.....	DCRS
Deputy Coroner Manager.....	DCRM
Deputy Marshal (I, II, III).....	DMA
Detective (I, II, III).....	DET

<u>Rank/Classification</u>	<u>POST Code</u>
Director.....	DIR
Dispatcher (I, II, III).....	DIS
Dispatcher Manager.....	DISM
Dispatcher Supervisor.....	DISS
District Attorney.....	DA
Division Chief.....	DVC
Inspector.....	INS
Investigator (I, II, III).....	INV
Investigator Manager.....	INVM
Investigator Supervisor.....	INVS
Investigator, Welfare Fraud.....	WINV
Investigator Manager, Welfare Fraud.....	WINM
Investigator Supervisor, Welfare Fraud.....	WINS
Jail Assistant Sheriff.....	JASH
Jail Commander.....	JCMR
Jail Captain.....	JCAP
Jail Deputy.....	JDEP
Jail Lieutenant.....	JLT
Jail Senior Deputy.....	JSDP
Jail Sergeant.....	JSGT
Lieutenant.....	LT
Manager.....	MGR
Marshal.....	MAR
Police Officer (I, II, III).....	PO

<u>Rank/Classification</u>	<u>POST Code</u>
Ranger.....	RANG
Ranger Manager.....	RNGM
Ranger Supervisor.....	RNGS
Records Supervisor.....	RECS
Records Supervisor/Dispatcher.....	RS/D
(Full-time Records Supervisor AND full-time Dispatcher)	
Reserve Level I.....	RI
(Peace officer authority for duration of assignment only)	
Reserve Level I (24 hours).....	RI24
(Peace officer authority 24 hours a day)	
Reserve Level II.....	RII
Reserve Level III.....	RIII
Sergeant.....	SGT
Sergeant-at-Arms.....	SGTA
Sergeant-at-Arms Chief.....	SGTC
Sheriff.....	SH
Sheriff/Coroner.....	SHC
Special Agent.....	SA
Supervisor.....	SUP
Supreme Court Bailiff.....	SCB
Trainee.....	TRN
Undersheriff.....	US
Warden.....	WARD