Note: To do a Change of Employment Status (old C11 form), the user must have been assigned a user role of an agency administrator in the new POST software.

Step 1: Click on Officers.

Step 2: Enter the officer's last name, first name, SS#, DOB, or Ofc Key#

Note: A search can be done by just last name if it is not a common name such as Jones, Smith, etc. You must have the SS# and DOB to add a new employee that is already an officer. (You do not have to add new employees that will have a certification application submitted for approval to attend a basic course.)
Officer Search

Found 1 officer with first name beginning with "testy and last name beginning with "officer" employed with A.B.A.C. POLICE DEPARTMENT.

Step 3: Click on the officer's demographics button.

The current time is 3:54 pm. Your session will expire after 20 minutes of inactivity.
**Demographics**

**Officer Key**: C000060  
**Name**: TESTY OFFICER  
**SSN**: 666-77-8888  
**Sex**: Male  
**Race**: Two or More Races (Not Hispanic/Latino)  
**Date of Birth**: January 1, 1980  
**Height**: 6' 0"  
**Weight**: 180  
**Hair Color**: Bald  
**Eye Color**: Brown  
**Address**: 101 POST Drive AUSTELL GA 30106  
**Primary Phone**: (770) 732-5974  
**Cell Phone**  
**Other Phone**  
**Education**  
**Photograph**: Not on file

**Applications for Basic Certifications**

<table>
<thead>
<tr>
<th>Action</th>
<th>Certification</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Undetermined Position Pre Submit</td>
<td></td>
</tr>
</tbody>
</table>

**Applications for Advanced Certifications**

<table>
<thead>
<tr>
<th>Action</th>
<th>Certification</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Undetermined Position Pre Submit</td>
<td></td>
</tr>
</tbody>
</table>

**Employment History**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Rank</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.B.A.C. POLICE DEPARTMENT</td>
<td>ACTING CHIEF - PEACE OFC (SWORN)</td>
<td>August 1, 2011</td>
<td>August 1, 2011</td>
<td>Resigned in Lieu of Termination</td>
</tr>
</tbody>
</table>

**Training History**

Date Completed Course Hours Location Certification

---

**Annual Training Dashboard**

- **Hours This Year**
  - Firearms: 0
  - Deadly Force: 0
  - Total Training: 0

---

[Step 4 - Click on "New C11" button.]
Add Officer Employment Status Change Request

Return to Officer

Officer Key C000060
Name TESTY OFFICER

Agency A.B.A.C. POLICE DEPARTMENT

Start Date * [ ] / [ ] / [ ] (mm/dd/yyyy)
End Date [ ] / [ ] / [ ] (mm/dd/yyyy)

Rank* Select One

Date of Rank [ ] / [ ] / [ ] (mm/dd/yyyy)
Status* Select One

Explanation

Confirm Addition

Step 5 - Enter Officer’s start date with your agency. Must be entered for every change of status.

Step 6 - Enter End Date (required)

Step 7 - Enter Rank. (required)

Step 8 - Enter Date of Rank (not required except for promotions).

Step 9 - Select appropriate change of status from pull down menu. (required)

Step 10 - Provide an explanation if necessary.

Step 11 - Click on Confirm Addition.

Note: All changes require POST Council review & approval.

The current time is 3:58 pm. Your session will expire after 20 minutes of inactivity.