

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#

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**Officer Search**

All Officers

Last Name

First Name

Match Type

Search Purpose

Social Security Number  -  -  *only used when adding an employee*

Date of Birth  /  /  *(mm/dd/yyyy) only used when adding an employee*

Officer Key

Search

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.)

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### Officer Search

All Officers

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

New Search

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

#### Officer Key Name

Demographics

C000060 OFFICER, TESTY



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**Officer Information**

Fact Sheet

**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

**Annual Training Dashboard**

	Hours This Year
Firearms	<b>0</b>
Deadly Force	<b>0</b>
Total Training	<b>0</b>

**Applications for Basic Certifications**

Action	Certification	Status
<a href="#">Application</a>	Undetermined Position	Pre Submit

**Applications for Advanced Certifications**

Action	Certification	Status
<a href="#">Application</a>	Undetermined Position	Pre Submit

Step 4 - Click on "New C11" button.

**Employment History** [New C11](#)

	Agency	Rank	Start Date	End Date	Status
<a href="#">View</a>	A.B.A.C. POLICE DEPARTMENT	ACTING CHIEF - PEACE OFC (SWORN)	August 1, 2011	August 1, 2011	Resigned in Lieu of Termination

**Training History** [Apply for Waiver](#)

Date Completed Course Hours Location Certification

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### 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\*

Date of Rank  /  /  (mm/dd/yyyy)

Status\*

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.

Explanation

[Confirm Addition](#)

Step 11 - Click on Confirm Addition.  
**Note: All changes require POST Council review & approval.**

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