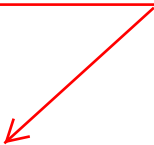


POST has created a report for agencies to use to plan for recertification of officers. This report is located under the Report function.



[Start](#) | [Admin](#) | [Report](#) | [Training](#) | [Officers](#) | [Applications](#) | [Help](#) | [Logout](#)

Reporting

Available Agency Reports
Law Enforcement Agencies in Georgia
Agency Profile - Officer Select
Agency Profile - Total Agency
POST Certifications
Training Hours
Training by Course and Date Range
Agency Training Report Summary (Total hours only)
Agency Training Report Summary (Total hours only) - Download
Agency Roster (for Adobe)
Download Agency Roster (for Excel)
Download Recertification Roster (for Excel)
Individual Officer Reports
Speed Detection
Instructors
POST Cases
Training Deficiency Report (for Adobe)
Download Training Deficiency Report (for Excel)

After clicking on the "Report" function at the top of the page, click on "Download Recertification Roster (for Excel)"



[Start](#) | [Admin](#) | [Report](#) | [Training](#) | [Officers](#) | [Applications](#) | [Help](#) | [Logout](#)

Reporting

Reports

P.O.S.T. Staff Reports - Agency

Downloadable Agency Recertification Roster

The file downloaded will be a current roster of actively employed officers requiring recertification.

[Download Recertification Roster](#)

Then click on the "Download Recertification Roster" button.

[Logout](#) | [Profile](#)

The current time is 7:13 am. Your session will expire after 20 minutes of inactivity.

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OKEY, LAST NAME, FIRST NAME AND MI, RANK, CERTIFICATION, DATE OF RECERTIFICATION, POST BLK,
ELDER, DV, EYEWIT, YR1 TRAINING, YR2 TRAINING, YR3 TRAINING, YR4 TRAINING
0211612, ██████████, STEPHEN ██████████, PEACE OFFICER, BASIC LAW ENFORCEMENT, 2018-03-28,
4, 0, 0, 0, 440, 0, 0, 0,
0202689, ██████████, ██████████ TERREL, PEACE OFFICER, BASIC LAW ENFORCEMENT, 2016-06-26,
4, 0, 0, 0, 744, 28, 56, 0,
0208707, ██████████, ██████████ JASON, PEACE OFFICER, BASIC LAW ENFORCEMENT, 2017-09-20,
4, 0, 0, 0, 420, 68, 0, 0,
0164119, ██████████, SHANISE ██████████, PEACE OFFICER, BASIC PROBATION AND PAROLE, 2016-09-27, 8, 0,
0, 0, 343, 68, 436, 0,
0212210, ██████████, ██████████ JOSEPH, PEACE OFFICER, CORRECTIONS OFFICER, 2018-05-01, 4, 0,
0, 0, 682, 0, 0, 0,

The downloadable roster will appear on the screen in this format. Right click on the screen, and save the file to your computer. The file will be saved as a ".csv" file. You can open this file using MS Excel software. Use Windows Explorer or go to "Documents" to find the file and double click on it to open it using Excel. Once you have opened it, you will need to save it as an Excel file to use the Excel functions for sorting the data.

OKEY	LAST NAME	FIRST NAME AND MI	RANK	CERTIFICATION	DATE OF RECERTIFICATION	POST BLK	ELDER	DV	EYEWIT	YR1 TRAINING	YR2 TRAINING	YR3 TRAINING	YR4 TRAINING
O211612			PEACE OFFICER	BASIC LAW ENFORCEMENT	2018-03-28	4	0	0	0	440	0	0	0
O202689			PEACE OFFICER	BASIC LAW ENFORCEMENT	2016-06-26	4	0	0	0	744	28	56	0
O208707			PEACE OFFICER	BASIC LAW ENFORCEMENT	2017-09-20	4	0	0	0	420	68	0	0
O164119			PEACE OFFICER	BASIC PROBATION AND PAROLE	2016-09-27	8	0	0	0	343	68	436	0
O212210			PEACE OFFICER	CORRECTIONS OFFICER	2018-05-01	4	0	0	0	682	0	0	0

Once in Excel, you can print the data or sort the data using Excel options. The report provides the basic details of Okey, Name, Rank, Certification Type, Date of Recertification, and details about what required training has been completed of the required classes and the annual required training hours. A recommendation would be to sort the list by the "Date of Recertification" to show which officers have to recertify first.