
POST Administrative Manual

Chapter 4. Notifications

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Regulation 9040

Employment Status Notifications

Rev 10/06/10

§ 9040 (a) Employment Status Notification Requirements

- (1) **Peace Officers, Reserve Peace Officers, Public Safety Dispatchers, and Records Supervisors.**

The employing department shall submit a [Notice of Appointment/Termination POST 2-114 \(08/2008\)](#) form to POST within 30 days, via the POST Electronic Data Interchange (EDI) system when personnel actions listed below occur.

The Notice of Appointment/Termination (NOAT) form may be mailed to POST if the department is not registered for EDI access. The NOAT form POST 2-114 (8/2008) is hereby incorporated by reference.

- (A) **Appointment and Termination Actions.** Appointment or termination of a:
1. Peace officer
 2. Reserve peace officer
 3. Public safety dispatcher
 4. Records supervisor
- (B) **Name Changes.** Name changes as a result of marriage, a divorce, or a legal name change.
- (C) **Rank/Status Changes.** Actions that involve rank/status changes including promotions and demotions for:
1. Peace officer
 2. Reserve peace officer
 3. Public safety dispatcher
 4. Records supervisor

Rev 10/06/10

§ 9040 (b) Employment Status Notification Changes.

- (1) **Incorrectly Submitted Transactions.**

When a transaction is incorrectly submitted through the EDI system, an authorized department employee shall contact POST within 14 days. The correction can be made telephonically through the EDI staff. After 14 days, a NOAT form and a written justification for the correction shall be sent to POST requesting the change.

(2) **Reinstatements.**

When the department has terminated a person, but the person has been mandatorily reinstated, the department shall notify POST in writing within 30 days of the change in personnel action. The department head shall submit a hard copy NOAT form indicating a correction to record, along with a copy of the official reinstatement documentation.

Regulation 9041

Disqualification Notification Requirements

Rev 10/06/10

§ 9041 (a) Disqualification Notification Requirements.

(1) Investigating Department.

Whenever peace officer or former peace officer is adjudged guilty of a felony offense, or for any other reason specified in Government Code §1029 that disqualifies the individual from being employed as a peace officer. POST shall be notified in writing within 30 days of the final disposition.

- (A) If the individual is currently employed as a peace officer, the employing department shall notify POST of the final disposition
- (B) If the individual is a former peace officer, the law enforcement department responsible for the investigation shall notify POST of the final disposition.

(2) Documentation.

The written notification shall be sent on department letterhead and include:

- (A) Name of the peace officer or former peace officer
- (B) Disqualification reason pursuant to GC §1029
- (C) Case number
- (D). Name of the adjudicating court
- (E) Date of adjudication
- (F) Copy of the official documentation substantiating the disqualification (i.e., settlement agreement, Civil Service agreement or Court Order showing the parties involved in the action, summary of action page that states the action to be taken by the agency, the page of the court order bearing the official signature(s) and the conclusion)
- (G) Law enforcement department responsible for investigation.

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