The Change of Status, or C11 as it is commonly known, allows Agency Administrators to add existing officers to the agency roster, report changes in rank/status, and remove officers from the agency roster.

NOTE: Only Agency Administrators can process C11s.

Adding an Existing Officer to Your Agency Roster

Officers who are already certified and have an existing POST Data Gateway account can be added by C11.

NOTE: Do not submit a C11 for new employees that are not yet certified. These uncertified new employees will be added to your roster when their certification application to attend a basic course is approved.

1. Log into the POST Data Gateway and click Officers.

2. Select Work with Other Officers in the Search Purpose dropdown.

3. Enter the new employee's Social Security Number and Date of Birth, then click Search.

4. Click the Demographics button next to the correct officer's name.

Officer Search

[All Officers]

Found 1 officer with last name beginning with "".

[New Search]

       O Key   **Name**

[Demographics]

5. Scroll down to the officer's Employment History and click the New C11 button.

Employment History [New C11] [C11 Help]

Agency	Rank	Start Date	End Date	Status

6. Enter the officer's first day of employment in the Start Date field. Select the officer's Rank and select Actively Employed in Law Enforcement for their Status.

Agency SAMPLE POLICE DEPARTMENT

Start Date * [01] / [01] / [2023] *(mm/dd/yyyy)*

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

Rank* [PEACE OFFICER ⌄]

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

Status* [Actively Employed in Law Enforcement ⌄] * An officer can be volunt

7. Enter comments in the box (optional) and click Confirm Addition.

[Confirm Addition]

8. You will receive a confirmation message that the employment status change request for that officer has been added. POST must manually process the C11 before it is finalized.

Reporting Changes in Rank/Status of an Officer on Your Agency Roster

1. Log into the POST Data Gateway and click Officers.

Start | Admin | Report | Training | **Officers** | Applications | Help | Logout

2. Select Work with Employees in the Search Purpose dropdown.

Officer Search

All Officers	
Last Name	Officer
First Name	
Match Type	Similar
Search Purpose	Work with employees
Social Security Number	_ - _ - _ *only used when working with other officers*
Date of Birth	_ / _ / _ *(mm/dd/yyyy) only used when working with other officers*
Officer Key	
Search	

3. Enter the employee's identifying information, such as first and last name. Then click Search.

Officer Search

All Officers	
Last Name	Officer
First Name	John
Match Type	Similar
Search Purpose	Work with employees
Social Security Number	_ - _ - _ *only used when working with other officers*
Date of Birth	_ / _ / _ *(mm/dd/yyyy) only used when working with other officers*
Officer Key	
Search	

4. Click the Demographics button next to the correct officer's name.

Officer Search

All Officers

Found 2 officers with first name beginning with "John" and last name beginning with "Officer" employed with SAMPLE P(

New Search

	Key	Name	Current Employer
Demographics	C007578	OFFICER, JOHN DOE	SAMPLE POLICE DEPARTMENT
Demographics	O144953	OFFICER, JOHN Q	SAMPLE POLICE DEPARTMENT

5. Scroll down to the officer's Employment History and click the New C11 button.

Employment History [New C11] [C11 Help]

	Agency	Rank	Start Date	End Date	Status

6. Enter the officer's last day of their current status in the End Date field. In the Status field, select the reason for their status change. For this example, the officer has been promoted so we selected Rank Change - Promotion.

Add Officer Employment Status Change Request

[Return to Officer]

Officer Key O144953

Name   JOHN Q OFFICER

Agency SAMPLE POLICE DEPARTMENT

Start Date * 02 / 20 / 2019 *(mm/dd/yyyy)*

End Date 03 / 20 / 2023 *(mm/dd/yyyy)*

Rank* PEACE OFFICER ⌄

Date of Rank 00 / 00 / 0000 *(mm/dd/yyyy)*

Status* Rank Change - Promotion ⌄ * An officer can be voluntary resi

7. Enter comments in the box (optional) and click Confirm Addition.

[Confirm Addition]

8. You will receive a confirmation message that the status change request for that officer has been added. Click Return to Officer to enter the officer's new status.

Add Officer Employment Status Change Request

[Return to Officer]

Officer Key O144953

Name   JOHN Q OFFICER

New employment status change request for JOHN Q OFFICER added.

9. Enter the officer's first day of their new status in the Start Date field. Select their new Rank from the dropdown menu. Select Actively Employed in Law Enforcement to

indicate this is the officer's current status.

Add Officer Employment Status Change Request

Return to Officer
Officer Key O144953
Name   JOHN Q OFFICER

Agency SAMPLE POLICE DEPARTMENT

Start Date * 03 / 20 / 2023 (mm/dd/yyyy)

End Date __ / __ / ____ (mm/dd/yyyy)

Rank* CORPORAL

Date of Rank 00 / 00 / 0000 (mm/dd/yyyy)

Status* Actively Employed in Law Enforcement   * An officer can be voluntary res

10. You will receive a confirmation message that the status change request for that officer has been added. POST must manually process all C11s before they are finalized.

Removing an Officer from Your Agency Roster (Non-Voluntary Resignations)

1. Log into the POST Data Gateway and click Officers.

Start | Admin | Report | Training | Officers | Applications | Help | Logout

2. Select Work with Employees in the Search Purpose dropdown.

Officer Search

All Officers

Last Name	Officer
First Name	
Match Type	Similar
Search Purpose	Work with employees
Social Security Number	__ - __ - ____ only used when working with other officers
Date of Birth	__ / __ / ____ (mm/dd/yyyy) only used when working with other officers
Officer Key	

Search

3. Enter the employee's identifying information, such as first and last name. Then click Search.

Officer Search

All Officers	
Last Name	Officer
First Name	John
Match Type	Similar ⌄
Search Purpose	Work with employees ⌄
Social Security Number	[ ] - [ ] - [ ] *only used when working with other officers*
Date of Birth	[ ] / [ ] / [ ] *(mm/dd/yyyy) only used when working with other officers*
Officer Key	[ ]
Search	⟵

4. Click the Demographics button next to the correct officer's name.

Officer Search

All Officers

Found 2 officers with first name beginning with "John" and last name beginning with "Officer" employed with SAMPLE P(

New Search ⟵

	Key	Name	Current Employer
Demographics	C007578	OFFICER, JOHN DOE	SAMPLE POLICE DEPARTMENT
Demographics	O144953	OFFICER, JOHN Q	SAMPLE POLICE DEPARTMENT

5. Scroll down to the officer's Employment History and click the New C11 button.

Employment History New C11 C11 Help

	Agency	Rank	Start Date	End Date	Status

6. Enter the officer's last day of employment in the End Date field. In the Status field, select the reason for their status change. For this example, the officer has

Add Officer Employment Status Change Request

Return to Officer

Officer Key O144953

Name JOHN Q OFFICER

Agency SAMPLE POLICE DEPARTMENT

Start Date * 03 / 21 / 2023 *(mm/dd/yyyy)*

End Date 03 / 22 / 2023 *(mm/dd/yyyy)* ⟵

Rank* CORPORAL ⌄

Date of Rank 00 / 00 / 0000 *(mm/dd/yyyy)* ⟵

Status* Resigned in Lieu of Termination ⌄ * An officer can l

7. Enter comments in the box (optional) and click Confirm Addition.

8. You will receive a confirmation message that the employment status change request for that officer has been added. POST must manually process the C11 before it is finalized.

Removing an Officer from Your Agency Roster (Voluntary Resignations)

1. Log into the POST Data Gateway and click Officers.

Start | Admin | Report | Training | Officers | Applications | Help | Logout

2. Select Work with Employees in the Search Purpose dropdown.

Officer Search

All Officers	
Last Name	Officer
First Name	
Match Type	Similar
Search Purpose	Work with employees
Social Security Number	_ - _ - _ *only used when working with other officers*
Date of Birth	_ / _ / _ *(mm/dd/yyyy) only used when working with other officers*
Officer Key	

Search

3. Enter the employee's identifying information, such as first and last name. Then click Search.

Officer Search

All Officers	
Last Name	Officer
First Name	John
Match Type	Similar
Search Purpose	Work with employees
Social Security Number	_ - _ - _ *only used when working with other officers*
Date of Birth	_ / _ / _ *(mm/dd/yyyy) only used when working with other officers*
Officer Key	

Search

4. Click the Demographics button next to the correct officer's name.

Officer Search

All Officers

Found 2 officers with first name beginning with "John" and last name beginning with "Officer" employed with SAMPLE P(

New Search

	Key	Name	Current Employer
Demographics	C007578	OFFICER, JOHN DOE	SAMPLE POLICE DEPARTMENT
Demographics	O144953	OFFICER, JOHN Q	SAMPLE POLICE DEPARTMENT

5. Scroll down to the officer's Employment History and click the Edit button for the officer's most recent Employment entry.

Employment History

	Agency	Rank	Start Date	End Date	Status
Edit	SAMPLE POLICE DEPARTMENT	PEACE OFFICER	February 20, 2019		Actively Employed in Law Enforcement

6. Enter the officer's last date of employment in the End Date field. Select Voluntary Resignation in the status and then click Update.

Edit Officer Employment History Record

Close Window

Identifying Information Update information for this employment history rec

Please Note : **When status is changed to Medical Disability, a new employ**

Officer O144953 JOHN Q OFFICER

Agency SAMPLE POLICE DEPARTMENT

Agency Location

Start Date February 20, 2019

End Date 03 / 22 / 2023 (mm/dd/yyyy)

Rank PEACE OFFICER

Date of Rank

Status* Voluntary Resignation

Update

7. You will receive a confirmation message that the officer's Employment HIstory record has been updated.