How Do I Process a Change of Status (C11)? Page 1 of 8

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.

Officer Search

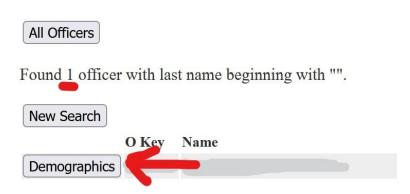
All Officers		
Last Name		
First Name		
Match Type	Similar V	
Search Purpose	Work with employees V	
Social Security Number	Work with employees	nly used when working with other officers
Date of Birth	Work with other officers	m/dd/yyyy) only used when working with other officers
Officer Key		
Search		

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

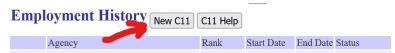
All Officers	
Last Name	
First Name	
Match Type	Similar v
Search Purpose	Work with other officers 🗸
 Social Security Number 	xxx - xxx only used when working with other officers
Date of Birth	xx / xxx / mm/dd/yyyy) only used when working with other officers
Officer Key	
Search	

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

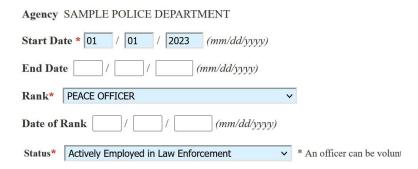
Officer Search



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



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.



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.

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

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



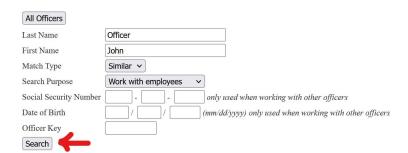
2. Select Work with Employees in the Search Purpose dropdown.

Officer Search



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

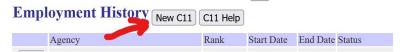
Officer Search



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



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



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 0144953				
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 V				
Date of Rank 00 / 00 / 0000 (mm/dd/yyyy)				
Status* Rank Change - Promotion v	* An officer can be voluntary resi			

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



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 0144953
Name JOHN Q OFFICER
Agency SAMPLE POLICE DEPARTMENT Start Date * 03 / 20 / 2023 (mm/dd/yyyy) End Date / (mm/dd/yyyy)
Rank* CORPORAL V
Date of Rank 00 / 00 / 0000 (mm/dd/yyyy)
Status* Actively Employed in Law Enforcement * An officer can be voluntary re

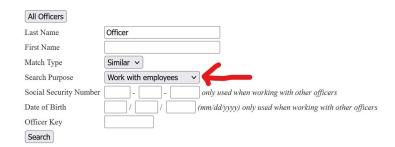
10. You will receive a confirmation message that the status change request for that officer has been added. POST must manually process all C11s before they are finalized.

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

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



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



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

Officer Search

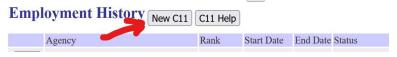
Officer Search

All Officers	
Last Name	Officer
First Name	John
Match Type	Similar v
Search Purpose	Work with employees V
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.

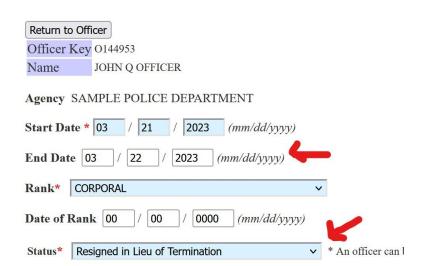
All Officers				
Found 2 officers with first name beginning with "John" and last name beginning with "Officer" employed with SAMPLE I				
New Search				
Key Name	Current Employer			
Demographics C007578 OFFICER, JOHN DOE	SAMPLE POLICE DEPARTMENT			
Daniel College Officer Tolding	CAMBLE BOLICE DEBARTMENT			

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



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



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.

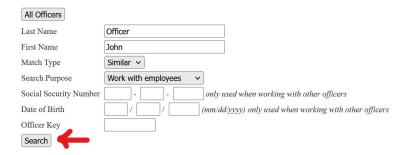


2. Select Work with Employees in the Search Purpose dropdown.

Officer Search



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



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

All Officers

Found 2 officers with first name beginning with "John" and last name beginning with "Officer" employed with SAMPLE Power Search

New Search

Key Name

Current Employer

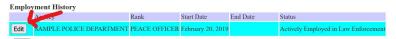
Demographics C007578 OFFICER, JOHN DOE

SAMPLE POLICE DEPARTMENT

Demographics O144953 OFFICER, JOHN Q

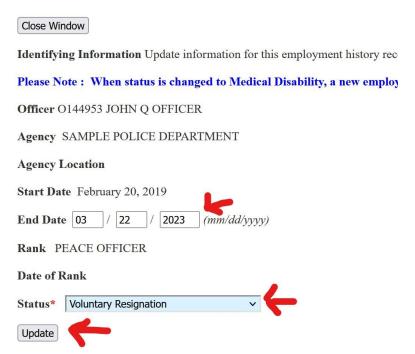
SAMPLE POLICE DEPARTMENT

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



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



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