

EMPLOYMENT/STATUS CHANGE REPORT

FORM INSTRUCTIONS:

1. All Louisiana Law Enforcement agencies are **required** to submit this form to POST for any and all employment status changes for all peace officers. (LA R.S. 15:1212 (B)4 and LA R.S. 40:2405(J))
2. This form is to be completed and submitted to POST in the following circumstances:
 - New Hire – any new hire, with or without prior law enforcement experience. *If the new employee has prior law enforcement experience or POST Certification, please submit a completed PC-201 in addition to the EMPLOYMENT/STATUS CHANGE REPORT to verify their current POST Certification Status. The PC-201 form can be obtained on the POST website (www.lcle.la.gov/POST).*
 - Voluntary Resignation
 - In-Resignation (in lieu of termination)
 - In-Resignation (in lieu of investigation)
 - Retirement
 - Termination – further information may be required, see form.
 - Reinstatement
 - Status Change – full-time to part-time, reserve to full-time, etc. – report as “New Hire”.
 - Death
3. Please fill out the separation information if the agency has knowledge of conduct that may fall under the categories listed: Conviction of malfeasance in office, felony conviction, civil rights violation or convicted of a misdemeanor involving the crime of domestic abuse battery.
4. If officer is NOT a new hire, make sure to enter the date employment began at agency.
5. Please print (or type) all the requested information clearly.
6. All information requested on the form must be completed. Incomplete forms will be returned.
7. This form **must** be signed by the Agency Head or Designee. Forms without appropriate signature will be returned.
8. This form must be submitted to POST within **30 days** of the change.
9. This form can be obtained on the POST website – www.lcle.la.gov/POST.
10. This form may be faxed to POST at (225) 342-1672 or emailed to POST@lcle.la.gov. You are not required to submit an original copy.