

Louisiana Peace Officer Standards and Training

Post Office Box 3133

Baton Rouge, LA 70821

Phone: 225-342-1530, Fax: 225-342-1672

Email: POST@lcle.la.gov**PC-201b: EMPLOYMENT STATUS CHANGE REPORT****Officer Information:**

Last Name:		First Name:		Middle Name and/or Maiden Name:	
Social Security #:		Driver's License # and State:		Date of Birth:	Sex (circle one): Male Female
Email Address: (for POST In-Service LMS)					

POST Certification Level(s): (check all that apply)

<input type="checkbox"/> Level 1 Basic Peace Officer (360 Hours)	<input type="checkbox"/> Level 2 Basic Correctional Peace Officer (249 Hours)	<input type="checkbox"/> Level 3 Correctional Officer (90 hours)
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Current Employment Status: (check one)

<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> RESERVE/AUXILLARY
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Employment Information:

Employment (or Status Change) Date:	If NOT New Hire, Date Employment Began At This Agency:
Reason for Form Submission: (check one) <input type="checkbox"/> New Hire <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination* <input type="checkbox"/> Reinstatement	
*If terminated, is there cause for revocation of POST Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	

Agency Information:

Reporting Agency:		Agency Address:	
Contact Person:			
Agency Telephone:	Agency Fax:	Agency Email:	
Printed Name of Agency Head or Designee:		Signature of Agency Head or Designee:	

PC-201b: 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. 15:1212B.4 – Required by Act 331 of 2015)
2. This form is to be completed and submitted to POST in the following circumstances:
 - a. 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 PC-201b to verify their current POST Certification Status. The PC-201 form can be obtained on the POST website (www.lcle.la.gov/POST).*
 - b. Resignation (Separation)
 - c. Retirement
 - d. Termination – further information may be required, see form.
 - e. Reinstatement
 - f. Status Change – full-time to part-time, reserve to full-time, etc. – report as “New Hire”.
3. If officer is NOT a new hire, make sure to enter the date employment began at agency.
4. Please print (or type) all the requested information clearly.
5. All information requested on the form must be completed. Incomplete forms will be returned.
6. This form **must** be signed by the Agency Head or Designee. Forms without appropriate signature will be returned.
7. This form must be submitted to POST within **30 days** of the change.
8. This form can be obtained on the POST website – www.lcle.la.gov/POST.
9. 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.
10. If you have any questions concerning the completion of this form, please feel free to call POST at (225) 342-1530.