EMPLOYMENT STATUS CHANGE REPORT 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).*
    - Retirement
    - Death
    - Voluntary Resignation
    - Termination
    - Resignation (in lieu of termination)
    - Resignation (in lieu of investigation)
    - Status Change – full-time to part-time, reserve to full-time, etc.

3. Please fill out the separation information if the agency has knowledge of conduct that may fall under the categories listed: Arrest/Conviction of Malfeasance in Office, Arrest/Conviction of any felony offense(s), Arrest/Conviction of any Civil Rights violation(s), Arrest/Conviction of a misdemeanor involving the crime of Domestic Abuse Battery, Arrest/Conviction of any other criminal offense(s), Failure to complete additional required training as prescribed by the council.

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 not be processed.

7. This form **must** be signed by the Agency Head or Designee. Forms without appropriate signature will not be processed.

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 **must** be emailed to POST@lcle.la.gov. You are not required to submit an original copy.

Revised 02/2025

Louisiana Peace Officer Standards and Training

Employment Status Change Report

Submit by email **ONLY** to POST@lcle.la.gov

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. INCOMPLETE FORMS WILL NOT BE PROCESSED

Section 1: Submitting Agency (no abbreviations)

Section 2: Officer Information ☐ Name Change Only *complete only sections 1,2, and 5*

Officer's Full Name: (First, Middle, Last)	Full SSN:
	Driver's License #/State:
Date of Birth (MM/DD/YYYY):	Sex: ☐ Male ☐ Female
Officer's Home Mailing Address:	Officer's Email Address:

Section 3: Reason for submission

Hire Date: _____ Separation Date: _____ Status Change Date: _____

☐ New Hire
- ☐ Full-Time
- ☐ Part-time
- ☐ Reserve

☐ Retired
☐ Deceased
☐ Termination**

☐ Resignation:
- ☐ Voluntary
- ☐ in lieu of termination**
- ☐ in lieu of investigation**

☐ Status Change:
- ☐ Full-time
- ☐ Part-time
- ☐ Reserve

**If there is possible cause for POST certification revocation, attach explanation required.

Section 4: Separation Information

Does the agency have knowledge of conduct that may fall under the categories listed below: (check all that apply)

☐ Arrest/Conviction of Malfeasance in Office
☐ Arrest/Conviction of any felony grade offense(s)
☐ Arrest/Conviction of any Civil Rights violation(s)
☐ Arrest/Conviction of a misdemeanor involving the crime of Domestic Abuse Battery
☐ Arrest/Conviction of any other criminal offense(s)
☐ Failure to complete additional required training as prescribed by the council.

Section 5: This section is required and must be signed by the Agency Head or Designee

I declare, under penalty of perjury, under the laws of the State of Louisiana, the above information is true and correct to the best of my knowledge.

Printed name and title of Agency Head or Designee:	Date:
Agency Head or Designee Signature:	