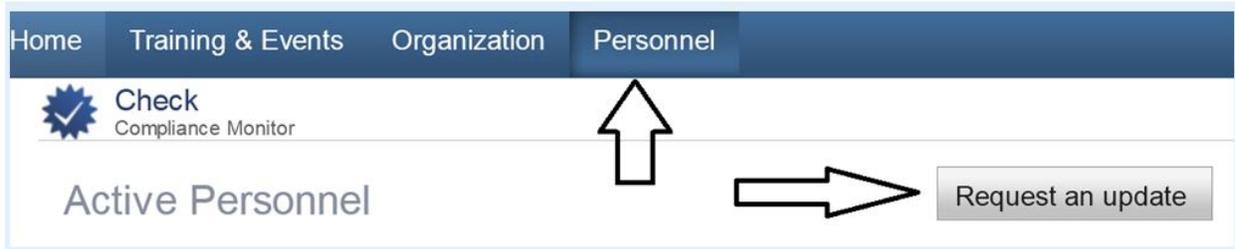


## Appoint an Officer to Your Agency

When you need to appoint an individual to your agency, log in to the Colorado POST Portal and select the "**Personnel**" tab. If you have the access level permission necessary to make changes to your agency's roster, you will see a list of personnel currently employed with your agency.

To appoint or separate an officer, select "**Request an update**" in the upper right hand corner. See screenshot example below:



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Select "**Add a new employee**" and enter the last name and PID number of the person you are appointing, then select "**Submit request**".

\*Please note: If you do not know an individual's PID, you may contact POST at 720-508-6721 or [email](#) to request it. Individuals with [Portal](#) access can find their PID number by logging into the Portal.

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When you arrive at the Personnel Update page (screenshot example below) enter the following information:

1. Enter the correct **hire date** (the default is today's date).
2. Enter the **Title/Rank**.
3. Enter the Employment Type, which is typically "**Certified Peace Officer**" or "**Reserve**". It is not recommended that you use the designation "Sworn" as this means different things to different agencies.
4. You may enter appointment type and add any comments you choose.
5. If you have or will be submitting a WebForm 6 for a new Colorado hire, please note it in the "**Comments**" section.

## Personnel Update for Colorado POST

Colorado POST will receive this request for approval.

I am requesting to

Add a new employee

\* Name Mullen, tommy

\* PID 7928-9565

(If this is not the right person, [search again](#))

\* Employing Organization Colorado POST

\* Hire Date 7/18/2014

\* Title/Rank Officer

Employment Type Certified Peace Officer

Appointment Type Choose...

Comments

\*Please note: A WebForm 6 (psych/medical affidavit) is only needed for new hires in Colorado in [these circumstances](#). The form can be found on the Academy Resources tab in the portal.

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### Reassignment/Promotion/Demotion/Status Change:

If an officer is changing status (promotion, going to reserve status, etc.) please contact POST at 720-508-6721 or 6741 or by [email](#). In the near future, you will be able to change an officer's status through the Portal.

**\*Please Note:** Officers must change their own addresses and phone numbers in the POST Portal; however, we must continue to receive a [Form 5](#) and documentation for name changes. Please email, fax or mail Form 5s and documentation for name changes to POST.

We have given Portal access to every agency; every officer should have received an email with instructions on logging into the Portal. Please make sure that an officer has

checked all email addresses and spam folders for this email before requesting access again by utilizing this [webform](#).