

# EMPLOYMENT FORMS

Idaho Peace Officer Standards and Training

Agency Portal How-To



# TO BEGIN, LOG INTO YOUR AGENCY PORTAL

If you do not have a new account, please use your old username to login or click the link below to create a new account. Otherwise please use your email to login.

Email

Password

New users may [register here](#).

[Forgot my password.](#)

# IF YOU ARE LOOKING FOR A FORM YOU'VE PREVIOUSLY WORKED ON, ITS LOCATED UNDER "EMPLOYMENT FORMS"

The screenshot shows a dashboard interface. On the left is a sidebar with several categories: People, Reports, Rosters, Employee Forms, and Applications. An orange arrow points to the 'Employee Forms' section, which contains links for 'Employment Forms', 'New Initial Employment Form', and 'New Separation/Change in Status Form'. The main content area on the right is titled 'Session Status' and contains a list of session cards for various categories: Adult Detention, Adult Misdemeanor Probation, Communications, Correction, Felony Probation and Parole, Juvenile Detention, Juvenile Probation, and Patrol. Each card displays 'Packets pending approval', 'Session' number, 'Start' date, and 'Open' count.

Category	Packets pending approval	Session	Start	Open
Adult Detention	16	86	10/10/2021	0
Adult Misdemeanor Probation	0	14	07/04/2021	23
Communications	3	71	12/05/2021	24
Correction	10	84	05/16/2021	32
Correction		85	08/08/2021	32
Correction		86	11/14/2021	32
Felony Probation and Parole	2	32	09/12/2021	32
Juvenile Detention	2	43	06/13/2021	22
Juvenile Probation	0	21	08/01/2021	15
Patrol	3	201	05/02/2021	0

\*If you can't see the search box, select the magnifying glass

Dashboard / Employment Forms

### POST Academy Employment Forms

**Initial Employment Forms** | Change Employment Forms

First Name	Last Name	POST ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Created After	Created before	Assignment <input checked="" type="checkbox"/> Agency (unsubmitted) <input type="checkbox"/> POST (Pending Approval) <input type="checkbox"/> POST (Approved) <input type="checkbox"/> Agency (POST Rejected)
<input type="text"/>	<input type="text"/>	
Submitted After	Submitted before	
<input type="text"/>	<input type="text"/>	
Approved After	Approved before	
<input type="text" value="06/22/2021"/>	<input type="text"/>	

No results found

From here you can search your individual. Be sure you're in the correct tab and the correct assignment tab is selected. As a fail safe, you can select all 4.

# IF THIS IS AN INITIAL HIRE, SELECT "NEW INITIAL EMPLOYMENT FORM"

## IF YOU ARE **CHANGING** AN EMPLOYMENT STATUS, JUMP TO SLIDE 10

The screenshot shows a dashboard with a sidebar on the left and a main content area on the right. The sidebar is titled 'Dashboard' and contains several sections: 'People' (Users, Current Employees), 'Reports' (Agency Active Certifications Report, Active Instructor Certifications Report), 'Rosters' (Training Rosters), 'Employee Forms' (Employment Forms, New Initial Employment Form, New Separation/Change in Status Form), and 'Applications' (Applications, New Session Application, New Challenge Application, New Offsite Academy Application, New Challenge Online Academy Application, Grades). The main content area is titled 'Session Status' and contains a list of session status cards for various categories: Adult Detention, Adult Misdemeanor Probation, Communications, Correction, Felony Probation and Parole, Juvenile Detention, Juvenile Probation, and Patrol. Each card displays 'Packets pending approval', 'Session' number, 'Start' date, and 'Open' count. A red arrow points to the 'New Initial Employment Form' link in the 'Employee Forms' section of the sidebar.

# IF THEY'VE NEVER BEEN A LAW ENFORCEMENT OFFICER IN IDAHO, ENTER THEIR INFORMATION IN THE FIRST LINE

Dashboard / Back / Create Initial Employment Form

### Initial Employment Form

This form must be completed and submitted within fifteen (15) days of employment or change in status.

**Don't Have a POST ID or if Unsure**

First Name  Starts Equals Contains Last Name  Starts Equals Contains Date Of Birth

LEGAL first name

**Existing POST ID** ⓘ

POST ID

Once search is selected, this alert box will pop up. Select "employee not listed" to initiate the employment form

**0 Employee(s) Found**

Please select from the employees below or choose "Employee Not Listed" to proceed to the Initial Employment Form with a new employee.

# IF THEY HAVE BEEN EMPLOYED WITH AN AGENCY IN IDAHO BEFORE, THIS DIALOG BOX WILL APPEAR

Dashboard / Back / Create Initial Employment Form

### Initial Employment Form

This form must be completed and submitted within fifteen (15) days of employment or change in status.

**1 Employee(s) Found**

Please select from the employees below or choose "Employee Not Listed" to proceed to the Initial Employment Form with a new employee.

[Employee Not Listed](#)

[Redacted Name]

POST ID: [Redacted]

Birth Date: [Redacted]

By selecting their name, it will initiate an employment form for your agency

# TO ACCESS THE FORM, RETURN TO YOUR DASHBOARD AND SELECT "EMPLOYMENT FORMS"

The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar is divided into several sections: People, Reports, Rosters, Employee Forms, and Applications. The 'Employee Forms' section is highlighted with a red arrow pointing to the 'Employment Forms' link. The main content area displays a 'Session Status' table with various session types and their corresponding statistics.

Session Type	Packets pending approval	Start	Open
Adult Detention	16	10/10/2021	0
Adult Misdemeanor Probation	0	07/04/2021	23
Communications	3	12/05/2021	24
Correction	10	05/16/2021	32
Correction	0	08/08/2021	32
Correction	0	11/14/2021	32
Felony Probation and Parole	2	09/12/2021	32
Juvenile Detention	2	06/13/2021	22
Juvenile Probation	0	08/01/2021	15



# SELECT WHICH OFFICER YOU'D LIKE TO BEGIN WITH

Dashboard / Employment Forms

## Employment Forms

Initial Employment Forms [Change Employment Forms](#)

Showing 1-50 of 1,151    Size: 50    Page 1 of 24

Employee Name	Assigned To	POST ID	Created On	
Test, Officer	Agency (unsubmitted)		03/29/2021	
	Agency (unsubmitted)		03/29/2021	

# PLEASE FILL OUT EVERY BOX. ONCE FINISHED, SUBMIT TO POST AT THE BOTTOM OF THE FORM

Dashboard / Employment Forms / Edit Initial Employment Form

### Initial Employment Form

This form must be completed within fifteen (15) days of employment. (IDAPA 11.11.01.08.03)

Assigned To: Agency (unsubmitted)

Legal First Name	Middle Name	Last Name	Suffix	Other Names Used
Officer		Test		

Sex	Ethnicity	DOB	SSN	
		01/01/2000	###-##-####	One name per line please.

Home Mailing Address	City	State	Zip

E-mail (agency e-mail preferred)	Primary Phone	Cell Phone	Work Phone	Ext.
	###-###-####	###-###-####	###-###-####	

	POST ID	Drivers License	DL State

#### Classifications

Classification	Start Date	Status	Level
	mm/dd/yyyy		

Has the employee ever received a basic law enforcement/peace officer certification from any state?

Yes  No

In accordance with IDAPA 11.11.01.057, Officer Test was fingerprinted on standard FBI Applicant fingerprint cards, and a search was made by my agency of local, state, and national fingerprint files to disclose any criminal records.

Date Results Received \_\_\_\_\_ The original copies of all records check results are on file at my agency. I attest that the employee is in compliance with \_\_\_\_\_

# IF THERE IS AN ISSUE WITH THE EMPLOYMENT FORM, POST WILL SEND IT BACK WITH NOTES.

- Most often we are just looking for clarification. Those rejected can be found under employment forms

Employee Name	Assigned To	POST ID	Created On
Test, Officer	Agency (POST Rejected)		03/29/2021



**Initial Employment Form**  
This form must be completed within fifteen (15) days of employment. (IDAPA 11.11.01.08.03)

Assigned To: Agency (POST Rejected)

**Notes from POST**  
Does Office Test have a middle name?

Legal First Name	Middle Name	Last Name	Suffix	Other Names Used
Officer		Test		

# FOR CHANGING AN EMPLOYEES STATUS, SELECT "NEW SEPARATION/CHANGE IN STATUS FORM"

Dashboard

People
<a href="#">Users</a>
<a href="#">Current Employees</a>
<a href="#">Job Postings</a>

  

Reports
<a href="#">Agency Active Certifications</a>
<a href="#">Active Instructor Certifications</a>
<a href="#">Expiring Instructor Certifications</a>

  

Rosters
<a href="#">Training Rosters</a>

  

Employee Forms
<a href="#">Employment Forms</a>
<a href="#">New Initial Employment Form</a>
<a href="#">New Separation/Change in Status Form</a>

  

Applications
<a href="#">Applications</a>
<a href="#">New Session Application</a>
<a href="#">New Challenge Application</a>
<a href="#">New Offsite Academy Application</a>
<a href="#">New Challenge Online Academy Application</a>
<a href="#">Grades</a>



Session Status
<b>Adult Detention</b> <span>✕</span> Packets pending approval: 35 <b>Session: 86</b> Start: 10/10/2021 Open: -8
<b>Adult Misdemeanor Probation</b> <span>✕</span> Packets pending approval: 2 <b>No classes scheduled.</b>
<b>Communications</b> <span>✕</span> Packets pending approval: 2 <b>Session: 71</b> Start: 12/05/2021 Open: 22
<b>Correction</b> <span>✕</span> Packets pending approval: 14 <b>Session: 85</b> Start: 08/08/2021 Open: 32 <b>Session: 86</b> Start: 11/14/2021 Open: 32
<b>Felony Probation and Parole</b> <span>✕</span> Packets pending approval: 5 <b>Session: 32</b> Start: 09/12/2021 Open: 32
<b>Juvenile Detention</b> <span>✕</span> Packets pending approval: 1 <b>No classes scheduled.</b>
<b>Juvenile Probation</b> <span>✕</span> Packets pending approval: 0 <b>No classes scheduled.</b>
<b>Patrol</b> <span>✕</span> Packets pending approval: 6 <b>Session: 202</b> Start: 09/05/2021 Open: -8

# SEARCH YOUR EMPLOYEE, THEN SELECT THEIR NAME. THIS WILL OPEN A CHANGE IN STATUS FORM

[Dashboard](#) / [Back](#) / [Create Separation](#) / [Change in Status Form](#)

## Separation / Change in Status Form

This form must be completed and submitted within fifteen (15) days of employment or change in status.

**Don't Have a POST ID or if Unsure**

First Name  Starts Equals Contains Last Name  Starts Equals Contains Date Of Birth

LEGAL first name

**Existing POST ID <sup>?</sup>**

POST ID

Current Classifications

Classification	Start Date	Start Action
Other	07/27/2020	Hired
Other Classification		
Status	Level	
Full-Time		

Did the employee take another law enforcement job in Idaho?

Yes  No  Unknown

Are you aware of any conduct by the employee that violates the POST Council's Code of Ethics/Standards of Conduct in IDAPA 11.11.01.057 or is listed in IDAPA 11.11.01.110?

Yes  No

Scroll down to the middle of the page and select "transfer"

This will create a second line.  
This is where the new employment information goes. The only thing that needs added to the first line of employment is the end date

Be sure to complete all boxes to prevent the form from being returned for correction

Current Classifications

Classification	Start Date	Start Action
Other	07/27/2020	Hired
Other Classification		
Status	Level	End Date
Full-Time		mm/dd/yyyy
		End Action (* indicates disciplinary action)
		Transfer From

  

Classification	Start Date	Start Action
	mm/dd/yyyy	Transfer To
Status	Level	

Did the employee take another law enforcement job in Idaho?

# SEPARATION FROM THE AGENCY

The screenshot shows the 'Current Classifications' form with the following fields and values:

Classification	Start Date	Start Action
Other	07/27/2020	Hired

Other Classification: [Empty text box]

Status: Full-Time | Level: [Empty dropdown]

Buttons: Edit Record, Transfer, **Separation** (highlighted with a red box)

If they are needed to be separated from the agency, select "separation"

The screenshot shows the 'Current Classifications' form with the following fields and values:

Classification	Start Date	Start Action	End Date	End Action (* indicates disciplinary action)
Other	07/27/2020	Hired	mm/dd/yyyy	[Empty dropdown]

Other Classification: [Empty text box]

Status: Full-Time | Level: [Empty dropdown]

Buttons: Edit Record, Transfer, Separation

It will generate the "end date" and "end action" box. Add their final date of employment and the reason for the separation.

\*Note: If the separation is a future date, the form will be processed after date of separation

## Edit Employee Info

Reason

Legal First Name

Middle Name

Last Name

Suffix

Other Names Used

Ethnicity

DOB

Drivers License

DL State

One name per line please.

Sex

Home Mailing Address

City

State

Zip

E-mail

Primary Phone

Cell Phone

Work Phone

Ext.

POST Academy

300 South Stanford Drive  
Meridian, IDAHO 83602-0202

POST ID

Current Classifications



Classification	Start Date	Start Action
Other	07/27/2020	Hired
Other Classification		
Status	Level	End Date
Full-Time		mm/dd/yyyy
		End Action (* indicates disciplinary action)

Did the employee take another law enforcement job in Idaho?

Yes  No  Unknown

Are you aware of any conduct by the employee that violates the POST Council's Code of Ethics/Standards of Conduct in IDAPA 11.11.01.057 or is listed in IDAPA 11.11.01.110?

Yes  No

I certify that the applicant has undergone a comprehensive background investigation, that meets the requirements in IDAPA rules, the results of which attest to the fact that the person meets the minimum standards for employment, has not engaged in conduct or a pattern of conduct that would jeopardize public trust in the law enforcement profession, and is of good moral character. I also certify that the applicant still meets the required minimum standards or provisions for employment as provided in IDAPA rules.

I certify and attest that the response indicated for the question "Are you aware of any conduct by the employee that violates the POST Council's Code of Ethics/Standards of Conduct in IDAPA 11.11.01.057 or is listed in IDAPA 11.11.01.110" is accurate and correct.

I attest that I am the person named below and agree to the above statements.

Full Legal Name:

First Name

Middle Name

Last Name

Phone Number

Name to POST

Save

Submit to POST

Once the employment information is filled out, complete any information that is needed in the "edit employee info" as well as the attestation, then submit to POST.



If you have more questions about employment forms please contact

**POST**

Admin & Customer Support

Phone: 208.884.7250

[certifications@post.idaho.gov](mailto:certifications@post.idaho.gov)