

1. Retirement Designation Request

Retirement Designation Request for: Peace Officer / Firefighter State Safety

Department

Division/Unit/Facility

Date of Request

Is the class/position new or existing? New Existing

If new:

New Class/Position Title

New Class/Position Code

If existing:

Current Retirement Designation

Class / Position Location Area

Is the location area at headquarters or a facility?

Headquarters

Secured Facility Unsecured Facility

Number of Impacted
Employees

CBID

2. Supporting Documents Required and Attached

Department justification letter

Copy of job specification

Copy of of class/ position audit report

Copy of current and proposed organizational chart

Class title / class code for direct reports

Copy of current duty statement(s)-signed

Copy of proposed duty statement-if applicable

Copy of current organizational chart(s)-signed

Other documents
(legislation, executive order, laws, rules,
regulations)

3. Approval

Department Executive

Signature

Date

Department Personnel Executive

Signature

Date