

## 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

- |   |   |
|---|---|
| <input type="checkbox"/> Department justification letter  | <input type="checkbox"/> Copy of current duty statement(s)-signed                                 |
| <input type="checkbox"/> Copy of job specification  | <input type="checkbox"/> Copy of proposed duty statement-if applicable                            |
| <input type="checkbox"/> Copy of of class/ position audit report  | <input type="checkbox"/> Copy of current organizational chart(s)-signed                           |
| <input type="checkbox"/> Copy of current and proposed organizational chart                                      | <input type="checkbox"/> Other documents (legislation, executive order, laws, rules, regulations) |
| <input type="checkbox"/> Class title / class code for direct reports  |   |
| <input type="checkbox"/> Peace Officer / Firefighter (PO/FF) Retirement Determination Questionnaire (CalHR 170) |   |

## 3. Approval

Department Executive

Signature

Date

Department Personnel Executive

Signature

Date