

Adding or Changing a Misconduct Reporting Delegate

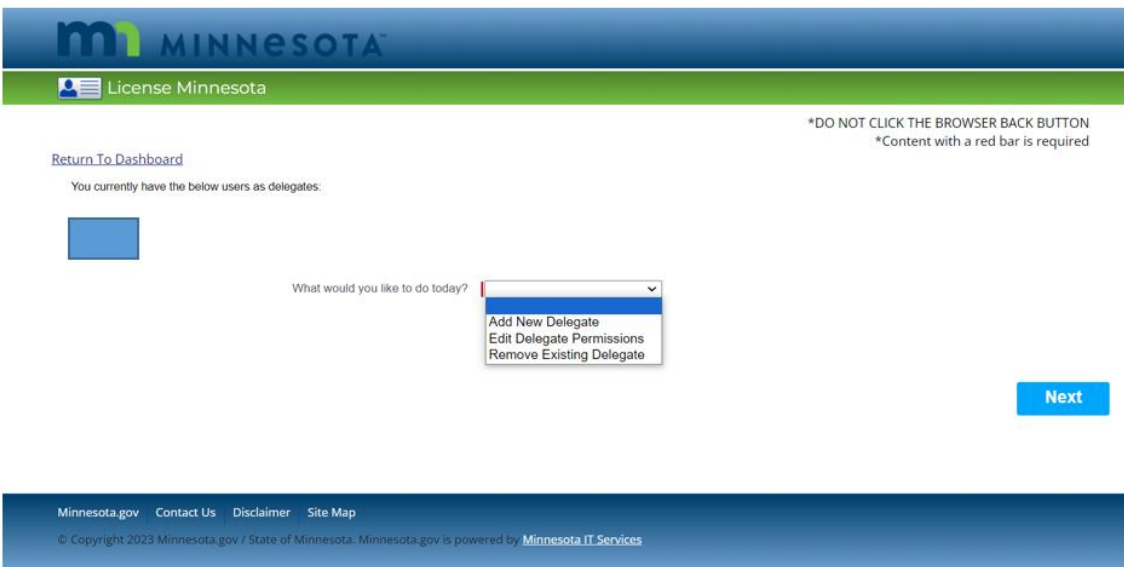
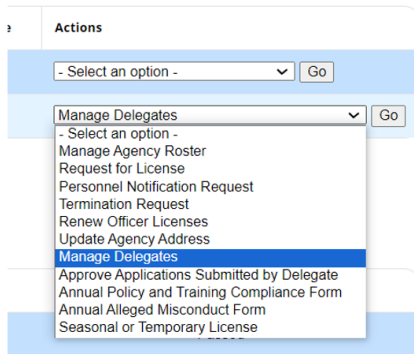
Only the Chief Law Enforcement Officer (CLEO) can assign delegate permissions from their POST licensing dashboard. CLEOs can add, edit, and remove permissions at any time. POST staff can also make delegate changes when authorized.

The Misconduct Reporting System has two delegate permission levels:

Delegate 1 – Has full access to view and edit all reports for your Law Enforcement Agency. They can submit reports to POST.

Delegate 2 – Has access to view and edit misconduct reports they create, reports that are reassigned to them, or reports that are shared with them. They cannot submit reports directly to POST. Delegate 1 or CLEO will have to submit those reports to POST.

From your agency dashboard, select Manage Delegates from the agency Actions list. The screen will display a list of all current delegates. Select either Add, Edit or Remove Delegate as needed.



To add a new delegate, enter their email address when prompted. The delegate *must* have an existing account in the POST licensing dashboard *before* you assign them to be a delegate. If not, you will receive an error message.

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Use this process to allow another user to submit applications on your behalf. The user must have already registered in the system.

Please enter the email address of the user below.

Email Address

On the next screen, you will be able to select what the delegate will be able to do.

Next, select what specific actions you would like this delegate to perform on your agency's behalf. If they will only be entering misconduct reports, select which permission level you want the delegate to have, and leave the other boxes unchecked.

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What actions would you like this delegate to perform?

- Request for License
- Personnel Notification
- Termination
- Pay for Officer Renewals
- POST Misconduct Reporting - Delegate 1
- POST Misconduct Reporting - Delegate 2

Add as a delegate with the above permissions?

Yes
No

If you are editing an existing delegate to add misconduct permissions, simply add one of the misconduct delegate permission levels to their existing list of permissions.

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What actions would you like this delegate to perform?

- Request for License
- Personnel Notification
- Termination
- Pay for Officer Renewals
- POST Misconduct Reporting - Delegate 1
- POST Misconduct Reporting - Delegate 2

Update with the above permissions?

To completely remove a delegate's access to your agency dashboard, select the Remove Delegate option and confirm which delegate to remove.