NOTICE OF OFFICER HIRE

This form must be submitted to the CJTC **immediately** upon hire or appointment. It must be signed by the hiring authority or designee of the agency. In the instance of a one-officer department, or where the police chief is the applicant, this form must be completed by the hiring authority for that agency. Submission via WSCJTC ACADIS Web Portal.

Section 1: Officer's Information Provide FULL legal name as reflected on state issued driver's license.

FULL Name (First Middle Last):	**Date of Birth** (mm/dd/yyyy)	**SSN:**	**Gender Identity:**
			☐ **Male** ☐ **Female** ☐ **X**
Agency (Do not abbreviate):	**Hire Date**	**WSP SID (not ORI) or DATE FINGERPRINTS SUBMITTED**	

Appointment Type	**If other:**	**Most Previous Law Enforcement or Corrections Employment:**	
Choose		Agency:	
Officer's Agency Assigned Email Address:		Location (City, State):	
		Employment Dates (mm/yy):	

Section 2: Conditions of Employment and Requirements of Training

RCW 43.101.095 sets the conditions of peace or corrections officer certification and the conditions of employment for peace officers, corrections officers, and reserve peace officers. It is expected the agency review those statutes and rules prior to signing this form.

- Per RCW 43.101.095(2)(b), prior to a nonconditional offer of employment, this agency completed its own background investigation. This agency confirms no information has been found that would disqualify the applicant from certification, and the applicant is suitable for employment.
- Per RCW 43.101.095(2)(vi), this agency administered a psychological examination for this applicant.
- Per RCW 43.101.095(2)(vii), this agency completed its own polygraph test for this applicant.

Completion dates

Nonconditional offer	**Background investigation**	**Psychological exam**	**Polygraph test**

- **Basic Academy,** training must occur within 6 months of hire date. Please refer to RCW 43.101.200 or 43.101.220 for admission requirements.
- **Basic Equivalency Academy**, applicants must attend the first available course offered after hire date.
- **Basic Reserve Officer Academy**, WAC 139-05-810 & **Basic Reserve Equivalency Academy**, WAC 139-05-825, per RCW 10.93.090, peace officers appointed as reserves must complete one of these academies prior to exercising any arrest authority. Please refer to the specific WAC for admission requirements.

Section 3: This section must be signed by the hiring authority, or designee.

I understand that this is an application for certification or training to the Commission. I hereby attest that I have read and understand the requirements of RCW 43.101.095 and above named individual has met these requirements and is a duly authorized employee of this agency.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this _____ day of _____, 20_____, in _____, Washington.

_____
Hiring Authority/Designee's Signature

Hiring Authority/Designee's Printed/Typed Name:	**Hiring Authority/Designee's Rank/Title:**