



# NOTICE OF PEACE OFFICER HIRE

Washington State Criminal Justice  
Training Commission

[certmail@cjtc.state.wa.us](mailto:certmail@cjtc.state.wa.us)  
Fax: (206) 835-7923

AS REQUIRED BY THE RULES AND STATUTES ESTABLISHED BY THE WSCJTC,  
THIS FORM MUST BE SUBMITTED TO THE WSCJTC **IMMEDIATELY** UPON HIRE OR APPOINTMENT.

**Section 1: *We request this form be typed.***

|   |                         |  |  |
|---|-------------------------|--|--|
| Agency (Do not abbreviate):                               |                         | Hire Date (MM/DD/YYYY):  |  |
| Peace Officer's Name (Last, First, MI):                   |                         | Gender Identity:<br><input type="checkbox"/> Male <input type="checkbox"/> Female  |  |
| WA SID (as issued by WSP) or DATE FINGERPRINTS SUBMITTED: |                         | Previous Law Enforcement Employment:<br>Agency: _____  |  |
| Date Of Birth (MM/DD/YYYY):                               | Social Security Number: | Location (City, State): _____<br>Dates of attendance: _____  |  |
| Peace Officer's Agency Email Address:                     |                         | Status:<br><input type="checkbox"/> Officer <input type="checkbox"/> Deputy <input type="checkbox"/> Reserve <input type="checkbox"/> Other: _____ |  |

**Section 2:**

Per [RCW 43.101.095](#), and in accordance with [Chapter 139-07 WAC](#); as a condition of continuing employment for any applicant who has been offered a conditional offer of employment as a fully commissioned peace officer or a reserve officer after July 24, 2005, including any person whose certification has lapsed as a result of a break of more than twenty-four consecutive months in the officer's service as a fully commissioned peace officer or reserve officer, the applicant shall submit to a background investigation including a criminal history, psychological examination, and polygraph or similar assessment as administered by the county, city, or state law enforcement agency, the results of which shall be used to determine the applicant's suitability for employment as a fully commissioned peace officer or a reserve officer.

Per [WAC 139-05-220](#); no individual will be granted academy admission or allowed continued participation if the individual is not otherwise eligible for certification, or has been convicted of a crime that would make him/her ineligible for certification.

This form must be completed and signed by an authorized representative of the sponsoring agency. In the instance of a one-officer department, or where the police chief is the applicant, this form must be completed and signed by the sheriff of the county in which such department is located.

For questions regarding **Basic Law Enforcement Academy** admission requirements, please refer to [WAC 139-05-200](#); for the **Basic Equivalency Academy**, [WAC 139-05-210](#), **Basic Reserve Officer Academy**, [WAC 139-05-810](#) and **Basic Reserve Equivalency Academy**, [WAC 139-05-825](#).

**Section 3:**

I understand that this is an application for certification or training to the Commission. See [RCW 43.101.105\(b\)](#). I hereby attest that I have read and understand the requirements of [RCW 43.101.095](#) and [Chapter 139-07 WAC](#) 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.

\_\_\_\_\_  
*Appointing Authority's Signature*

\_\_\_\_\_  
*Appointing Authority's Rank/Title*

|   |   |
|---|---|
| Appointing Authority's Name:                | Appointing Authority's Phone #:         |
| Appointing Authority's Email Address:       | Background Check: (date completed)      |
| Psychological Examination: (date completed) | Polygraph Examination: (date completed) |