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**NOTICE OF APPOINTMENT**

7-32-303(4), M.C.A.

**APPOINTING AGENCY INFORMATION**

1. Appointing Agency \_\_\_\_\_

**APPOINTEE INFORMATION**

2. Last Name		3. First Name		4. M.I.	5. Suffix	6. Sex	7. DOB
8. Home Mailing Address				9. City		10. State	11. Zip Code
12. US Citizen O Yes O No		13. Driver's License State: No:		14. Education O High School Diploma O GED		15. Date of Fingerprint Search	
16. Date Background Investigation completed			17. Date of Physician Examination (If Applicable)		18. Date of Police Commission Certificate (If Applicable)		

**CLASSIFICATION**

O Peace Officer: Type: \_\_\_\_\_ O Corrections/Detention Officer O Coroner/Deputy Coroner  
 O Public Safety Communicator  
 O Probation and Parole Officer: Type: \_\_\_\_\_ O Other \_\_\_\_\_  
 Title/Rank: \_\_\_\_\_

**STATUS**

**DATE OF APPOINTMENT:** \_\_\_\_\_

- **FULL TIME-** Regularly work 32 hours a week or more and paid at or above federal minimum wage, eligible for benefits
- **PART TIME-** Regularly work less than 32 hours a week and paid at or above federal minimum wage, eligible for benefits
- **RESERVE-** Sworn, part-time, volunteer member of a law enforcement agency who is a peace officer

**CERTIFICATION**

I certify that I am the chief administrator of the above-named agency, or the person designated by the chief administrator to sign this document. I further certify that this agency has on file and readily available to POST the appropriate documents to show that the above-named individual meets the minimum standards for appointment.

\_\_\_\_\_  
 Name and Title of Chief Administrator or Designee (Type or Print)

\_\_\_\_\_  
 Signature of Chief Administrator of Designee

State of Montana  
 County of \_\_\_\_\_

SIGNED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 (Signature of notary)

\_\_\_\_\_  
 (Printed name of notary public)  
 Notary public for the State of Montana  
 Residing at: \_\_\_\_\_  
 My commission expires: \_\_\_\_\_

(Affix Notarial Seal/Stamp Above)

## *Appointing Agency Self Audit Sheet*

The Appointing Agency Self Audit Sheet is designed to assist in identifying what must be verified or completed to legally appoint an individual to the position of a public safety officer. These should be memorialized by placing them into the individual public safety officer's personnel file and retained by the appointing agency. 7-32-303(2), MCA states; A sheriff of a county, the mayor of a city, a board, a commission, or any other person authorized by law to appoint peace officers in this state may not appoint any person as a peace officer who does not meet the following qualifications plus any additional qualifying standards for employment promulgated by the Montana public safety officer standards and training council established in 2-15-2029. In other words, all these must be verified or completed before appointment can be legally made.

### Appointment Checklist:

*All Public Safety Officers: (7-32-303, MCA- 23.13.201, ARM)*

- U.S. Citizenship
- 18 Years of age or older
- Fingerprint search
- No felony convictions
- Background Investigation
- High School Graduate or equivalent
- Oral Examination
- Valid MT Driver's License or eligible
- Code of Ethics Oath

*Additional for Peace Officers(7-32-303, MCA)*

- Declaration of Mental and Physical Condition
- Police Commission Certificate (*Police Officer Applicants Only*)
- Oath of Office