Montana Public Safety Officer Standards & Training Council
2260 Sierra Road East *Phone:(406) 444-9975*
Helena, MT 59602 *Fax: (406) 444-9978*

www.doj.mt.gov/post

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

CLASSIFICATION

☐ Peace Officer: Type: _____ ☐ Corrections/Detention Officer ☐ Coroner/Deputy Coroner

☐ Public Safety Communicator

☐ Probation and Parole Officer: Type: _____ ☐ 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

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 <u>may not appoint</u> 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 <u>*before*</u> 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