



Montana Public Safety Officer Standards & Training Council

Website: dojmt.gov/post
2260 Sierra Road East
Helena, MT 59602

Email: mtpost@mt.gov
Phone: (406) 444-9975
Fax: (406) 444-9978

NOTICE OF APPOINTMENT

§ 7-32-303, MCA and ARM 23.13.216

Instructions: The agency head/designee should complete and sign this form within 10 days of hire. The agency should then forward the completed form to POST by emailing the form to the email address above. Alternatively, the information may also be sent to POST via mail at the address above.

Agency Information:

Agency Name: _____ Agency Phone: _____
Agency Email: _____
Agency Contact (person completing this form): _____
Contact's Phone: _____ Contact's Email: _____

Employee Information:

Last Name: _____ First Name: _____
Middle Initial: _____ Suffix: _____ Maiden Name/Alias: _____
Gender: _____ DOB: _____ Phone: _____
Email Address: _____

Appointment Information:

Date of Appointment: _____

Officer Type (check all that apply):

Peace Officer	Corrections/Detention Officer	Coroner
Deputy Coroner	Public Safety Communications Officer	Reserve Officer
Juvenile Detention	Adult Probation & Parole	Sheriff
Pretrial Service Officer	Misdemeanor Probation Officer	
Other _____		

Officer Rank: _____

Have you checked the National Decertification Index (link below)? Yes No

<https://www.iadlest.org/our-services/ndi/about-ndi>

Agency Certification: I certify the above information is true and meets the requirements of the State of Montana and the POST Council.

Printed Name of Agency Head/Designee

Signature of Agency Head/Designee

Date