

# DEPARTMENT HEAD CHANGE

**IF THE OFFICER IS NOT CERTIFIED, AN APPLICATION FOR CERTIFICATION MUST BE COMPLETED BEFORE THE COMPLETION AND SUBMISSION OF THIS FORM.**

Please submit this form via email to [william.potts@cleet.state.ok.us](mailto:william.potts@cleet.state.ok.us)

ALL PAGES AND FIELDS ARE REQUIRED FOR PROCESSING

## DEPARTMENT INFORMATION:

Name of Department: \_\_\_\_\_

Department Email: \_\_\_\_\_ Telephone \_\_\_\_\_

## NEW DEPARTMENT HEAD INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

CLEET Number or Last 4 of SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

## APPOINTMENT INFORMATION

Date of Commission as the Department Head \_\_\_\_\_ Title \_\_\_\_\_

## EMPLOYEE DECLARATIONS

Yes \_\_\_ No \_\_\_ Employee fingerprints have been taken and submitted to the OSBI for state and federal record checks and hiring agency has received and reviewed a return showing employee has no record of conviction of or participation in a deferred sentence for a felony, a crime involving moral turpitude, or a crime of domestic violence.

Yes \_\_\_ No \_\_\_ The hiring agency's head or designee has verified that employee has a psychological evaluation on file that meets the requirements of applicable statute and shows the employee is suitable to serve as a peace officer.

Yes \_\_\_ No \_\_\_ The hiring agency's head or designee has verified that employee possesses a high school diploma or GED equivalency certificate as recognizable by state law.

Yes \_\_\_ No \_\_\_ The hiring agency's head or designee has verified that employee has never had a final protective order filed against him/her.

Yes \_\_\_ No \_\_\_ The hiring agency's head or designee has verified that employee meets all of the statutory and rules-based eligibility requirements to serve as a peace officer.

## DEPARTMENT ADMINISTRATOR ATTESTATION

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

Original Signature of Department Administrator or Designee: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Department Administrator or Designee: \_\_\_\_\_ Title \_\_\_\_\_

*\*Reminder, a chief cannot sign their appointment document. This document must be signed by the mayor or someone in the city administration.*

## DEPARTMENT HEAD CHANGE PAGE 2

This page is to be completed by the new department head and shall serve as their peace officer attestation form. Completion of all fields is required.

- I am at least 21 years of age;
- I am a US Citizen or have resident alien status, pursuant to an employment eligibility form from the U.S. Citizenship and Immigration Services;
- I possess a high school diploma, or a GED equivalency certificate as recognized by state law;
- I am not currently undergoing treatment for mental illness, condition, or disorder;
- I have never been convicted of a felony, crime of moral turpitude, or crime of domestic violence in any state or federal court;
- I am not currently nor have I ever participated in a deferred sentence for a felony, crime of moral turpitude, or crime of domestic violence.
- I have never had a final Protective Order entered against me in this or any other State.

### EMPLOYEE ATTESTATION

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

Signature of Employee / Department Head \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Employee / Department Head \_\_\_\_\_

CLEET Number or Last 4 of SSN \_\_\_\_\_