

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 lauren.george@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 _____