



NOTICE OF CORRECTIONS OFFICER HIRE

This form must be submitted to the CJTC **immediately** upon hire or appointment. It must be signed by the hiring authority or designee of the corrections agency.

Section 1: Corrections Officer's Information

- Provide FULL legal name as reflected on state issued driver's license.

Agency (Do not abbreviate):	Hire Date (MM/DD/YYYY):
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FULL Name (First Middle Last):	Gender Identity: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Date of Birth (MM/DD/YYYY):	SSN:	Most Previous Corrections Employment: Agency: _____
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Corrections Officer's Agency Assigned Email Address:	Location (City, State): _____ Employment Dates (MM/YYYY - MM/YYYY): _____
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WSP SID (not ORI) <u>or</u> DATE FINGERPRINTS SUBMITTED:	Status: <input type="checkbox"/> Officer <input type="checkbox"/> Deputy <input type="checkbox"/> Reserve <input type="checkbox"/> Other: _____
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Section 2: Conditions of Employment and Requirements of Training

[RCW 43.101.096](#) sets the conditions of Corrections officer certification and [Chapter 139-07 WAC](#) sets the conditions of employment for Corrections officers. It is expected the agency review those Statutes and Rules prior to signing this form.

- Per WAC 139-07-020, this agency completed its own background investigation to include the submission of fingerprints for this applicant on: _____
- Per WAC 139-07-030, this agency administered a psychological examination for this applicant on: _____
- Per WAC 139-07-040, this agency completed its own polygraph test for this applicant on: _____
- **Corrections Officers Academy**, training must occur within 6 months of hire date. Please refer to [WAC 139-10-210](#) for admission requirements.
- **Basic Corrections Equivalency Academy**, applicants must attend the first available course offered after hire date. Please refer to [WAC 139-10-215](#) for admission requirements.

Section 3: This section must be signed by the hiring authority, or designee.

I understand that this is an application for certification or training to the Commission. See [RCW 43.101.106\(2\)](#). I hereby attest that I have read and understand the requirements of [RCW 43.101.095](#) and [Chapter 139-07 WAC](#) and above named individual has met these requirements and is a duly authorized employee of this agency.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this _____ day of _____, 20____, in _____, Washington.

Hiring Authority/Designee's Signature

Hiring Authority/Designee's Printed/Typed Name:	Hiring Authority/Designee's Rank/Title:
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