

NOTIFICATION OF EMPLOYMENT/TERMINATION

Council on Law Enforcement Education and Training

2401 Egypt Road, Ada, Oklahoma 74820-0669 Phone: 405-239-5100 Fax: 405-239-5190

DUE WITHIN 10 DAYS OF EMPLOYMENT/TERMINATION

COMPLETE ALL REQUIRED FIELDS

COMPLETE EITHER FULL-TIME OR RESERVE

Notice of Employment Notice of Termination Department Head Change

Form section for officer selection: FULL-TIME OFFICER (Over 25 hours per week) and RESERVE OFFICER (140 hours or less per month). Includes checkboxes for certification status, training needs, and other qualifications.

AGENCY DATA section: Name of Agency, Address, City, ZIP, County, Department or Agency Head, Title, Telephone, Agency E-Mail.

EMPLOYEE DATA section: Last Name, First Name, MI, Sex, DOB, SSN, Race, Home Phone, Home Address, City, State, Zip.

EMPLOYEE ATTESTATION: Date of Appointment, Position, and a list of statements certifying age, citizenship, education, and criminal record. Includes a certification statement and signature line for the employee.

AGENCY ADMINISTRATOR ATTESTATION: Statements certifying background investigation, psychological evaluation, and suitability for service. Includes a certification statement and signature line for the agency administrator.

70 O.S. §3311 – Every law enforcement agency in this state shall, within thirty (30) days of a final order of termination or resignation while under investigation of a CLEET-certified peace officer, report such order or resignation in writing to the Executive Director of the Council.

Form section for termination: Date of Termination, checkboxes for Resigned, Discharged, Retired, Deceased, Other, and a signature line for the agency administrator.

Sworn and subscribed before me this \_\_\_ day of \_\_\_, 2\_\_\_.

Notary Public My Commission # Expires: (Seal)

# NOTIFICATION OF EMPLOYMENT/TERMINATION

## INSTRUCTIONS

The CLEET Notification of Employment/Termination Form is multi-faceted in design, allowing the user to report new employment, termination of employment, and department head changes. The instructions below are designed to offer assistance in completing the form. **All** changes to employment status require the submission of a new document. For example, hiring a reserve officer as a full-time officer will require a Notice of Termination as a reserve officer and a Notification of Employment as a full-time officer. If a new hire also creates a Department Head Change, the Notification of Employment may also be checked. After reviewing these instructions, if you have additional questions, please contact a CLEET representative.

### Notification of Employment

- Check the **Notification of Employment** box on top line.
- Check whether this form is for a **Full-Time Officer** or **Reserve Officer** and the applicable box or boxes below, including entering the CLEET number for certified officers.
- Enter all information requested in the **Agency Data** section. The Agency Administrator will be listed as Department or Agency Head in organizations temporarily without a certified department agency head. He/she will also complete the Agency Administrator Attestation section at the bottom of the page.
- Enter all information requested in the **Employee Data** section.
- The employee will attest to all information contained within the **Employee Attestation** section of the form by affixing an original signature and dating the same.
- The Agency Administrator or Designee will attest to the information contained within the **Agency Administrator Attestation** section of the form by affixing an original signature and dating the same. Additionally, the signer is required to print or type his/her name and title.
- Both the Employee and Agency Administrator or Designee signatures must occur in the presence of the Notary Public identified at the bottom of the page.

### Notice of Termination

- Check the **Notice of Termination** box on top line.
- Check whether this form is for a **Full-Time Officer** or **Reserve Officer** and the applicable box or boxes below, including entering the CLEET number for certified officers.
- Enter all information requested in the **Agency Data** section. The Agency Administrator will be listed as Department or Agency Head in organizations temporarily without a certified department agency head. He/she will also complete the **Agency Administrator Attestation** section at the bottom of the page.
- Enter all information requested in the **Employee Data** section.
- Enter the **Date of Termination** in the line provided. Check the appropriate box (resigned, discharged, retired, deceased, or other) and as applicable print or type additional comments.
- The Agency Administrator or Designee must affix an original signature and date the same. Additionally, the signer is required to print or type his/her name and title.
- The Agency Administrator or Designee signature must be signed in the presence of the Notary Public identified at the bottom of the page.

## NOTIFICATION OF EMPLOYMENT/TERMINATION

### Department Head Change

- Check the **Department Head Change** box on top line. In the case of a new employee who is also the new agency head, check the **Full-Time Officer** box and the applicable box or boxes below, including entering the CLEET number for certified officers.
- Enter all information requested in the **Agency Data** section. The Agency Administrator will be listed as Department or Agency Head in organizations temporarily without a certified department agency head. They will also complete the Agency Administrator Attestation section at the bottom of the page.
- Enter all information requested in the **Employee Data** section.
- If the Notification of Employment box on the top line is also checked, the new employee will attest to all information contained within the **Employee Attestation** section of the form by affixing an original signature and dating the same.
- The Agency Administrator or Designee will attest to the information contained within the **Agency Administrator Attestation** section of the form by affixing an original signature and dating the same. Additionally, the signer is required to print or type his/her name and title.
- The Agency Administrator or Designee signature must be signed in the presence of the Notary Public identified at the bottom of the page.