



**NOTICE OF PEACE OFFICER APPOINTMENT**

Date Submitted on the OPOTA Portal:

**Disclaimer:** Please note this is not to be submitted to OPOTA under any circumstances, all appointments must be done via OPOTA Portal. This document can be used for your agency and agency needs.

<b>OFFICER INFORMATION</b>	1. Name (Last) _____ (First) _____ (Middle) _____	2. Social Security Number (last 5 only) _____
	3. Previous Name(s) or Alias (Last) _____ (First) _____ (Middle) _____	
4. Birth date (mm/dd/yyyy) _____	5. Officer's Individual Email Address* _____	6. Phone Number _____
7. Home Mailing Address (#/Street/PO Box) _____ (City) _____ (State) _____ (Zip Code) _____ (County Name) _____		
8. Basic Training Academy (Academy Name) _____ (Academy Number) _____ (Dates of Training) _____ (Only complete if this is the officer's first appointment or OSP)		

<b>AGENCY INFORMATION</b>	9. Agency Name _____		
10. Reporting Authority's Email Address _____		11. Agency Phone Number _____	
12. Agency Mailing Address (#/Street/PO Box) _____ (City) _____ (Zip Code) _____ (County Name) _____			

<b>APPOINTMENT INFORMATION</b> <i>(Complete Date, Status and ORC)</i>	13. New Appointment Date ____ / ____ / ____	14. Status Change Date ____ / ____ / ____
15. Select New Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal For the purpose of this form, full-time means those in active pay status (including those on vacation, sick, bereavement, personal or administrative leave; on compensatory time or holidays) receiving compensation and benefits for 40 hours in a work week or 80 hours in a 14-day period.		
16. Select New ORC		
<input type="checkbox"/> City Full-Time/Part-Time (737.02)	<input type="checkbox"/> City Auxiliary/Reserve/Special (737.051)	<input type="checkbox"/> City Chief (737.02)
<input type="checkbox"/> Village Full-Time/Part-Time/Special (737.16)	<input type="checkbox"/> Village Auxiliary/Reserve (737.161)	<input type="checkbox"/> Village Chief (737.15)
<input type="checkbox"/> Township Police Officer (505.49)	<input type="checkbox"/> Township Constable (509.01)	<input type="checkbox"/> Other Chief - List ORC/Charter _____
<input type="checkbox"/> Other - List ORC/Charter _____	<input type="checkbox"/> Deputy Sheriff (311.04)	<input type="checkbox"/> Sheriff (311.01)

<b>ATTESTATION OF REPORTING AUTHORITY</b>		I have carefully read this document and fully understand its contents and I sign it of my own free will and volition. I attest that the information provided on this document is true and correct and is based on my personal knowledge or inquiry. I further understand and acknowledge that submission of falsified records is a criminal violation.
17. Signature of Reporting Authority _____	18. Printed Name and Title _____	19. Date ____ / ____ / ____
20. Signature of Witness _____	21. Printed Name (First, Middle, Last) _____	22. Date ____ / ____ / ____

Officer Name (Last)

(First)

(Middle)

SSN (last 5 only)

**23. OATH OF OFFICE**

I do solemnly swear or affirm that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Ohio, and Laws and Ordinances of the political subdivision to which I am appointed and to the best of my ability will discharge the duties of this office.

\_\_\_\_\_  
Signature of Appointee

\_\_\_\_\_  
Name of Appointing Authority (Typed or Printed Legibly)

\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Title of Appointing Authority (Typed or Printed Legibly)

**OHIO PEACE OFFICER APPOINTMENT HISTORY**

*Please list all prior appointments. Use additional copies of page 2, as needed, to list the entire appointment history.*

24. Appointed By (Agency Name and County):	25. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
26. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal		

27. Appointed By (Agency Name and County):	28. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
29. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal		

30. Appointed By (Agency Name and County):	31. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
32. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal		

33. Appointed By (Agency Name and County):	34. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
35. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal		

36. Appointed By (Agency Name and County):	37. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
38. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal		

39. Appointed By (Agency Name and County):	40. From(mm/dd/yyyy): / /	To(mm/dd/yyyy): / /
41. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal		