



# FORM 21

## Initial Appointment

Submit within 10 days after officer appointment to:

Department of Criminal Justice Services  
805 E. Broad Street, Richmond, VA 23219  
Please type or print clearly

Officer's Current Name: (Last, First, Middle Initial)

Social Security Number:

Date of Birth:

Gender: (Optional-for statistical purposes only)

Female  Male

Race: (Optional-for statistical purposes only)

- African-American  Hispanic  
 Asian/Pacific Islands  American Indian  
 Caucasian  Other

Education:

- Less than high school  Associate Degree  
 High school or equivalent  Four Year Degree  
 Some college  Post Graduate Degree

Appointing Agency/Department:

Date Appointed/Hired:

Rank:

Check the correct status:

- Full time  
 Part time (Compensated more than 80 hours annually)  
 Auxiliary (§15.2-1731, Paragraph B only)

Designate Primary Function: (Designate below what primary function the officer will perform by checking one only)

- Law Enforcement Officer  
 Jail Officer/Inmate Security  
 Court Security/Civil Process Officer  
 Dispatch/Communications Officer  
 DOC Corrections Officer  
 DOC Non-Custodial Officer  
 Animal Control Officer  
 Instructor Only

For Secondary Functions: Please list all secondary functions for which you will require training and certification

- Law Enforcement Officer  Dispatch/Communications Officer  Animal Control Officer  
 Jail Officer/Inmate Security  Court Security/Civil Process Officer

Section 15.2-1705, Code of Virginia, requires all police officers, deputy sheriffs, law enforcement officers and Regional Jail Officers, defined in Section 9.1-101, Code of Virginia, to meet minimum employment qualifications prior to employment. Is this officer in compliance with Section 15.2-1705, Code of Virginia (1950), as amended?  Yes  No

Attest: I CERTIFY that the above statements are true and correct to the best of my knowledge and that I am authorized to submit this information. (Print or type name and Sign Form)

Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBMIT BLUE COPY • RETAIN WHITE COPY FOR YOUR RECORDS**