



**Commonwealth of Virginia**  
**Virginia Department of Criminal Justice Services**  
**Initial Employment (Form 21)**

Submit to: Department of Criminal Justice Service's record management system (TRACER) within 10 days of officer employment

<b>Officer's Current Name:</b> <i>(Last, First, Middle Initial)</i>		<b>State ID # (DOC USE ONLY):</b>
<b>Social Security Number:</b>	<b>Date of Birth</b> <i>(mm/dd/year)</i> :	<b>Gender (Optional for statistical purposes only)</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Email:</b>	<b>Operator's License Number:</b>	
<b>Appointing Agency/Department:</b>	<b>Employment Date:</b> <i>(mm/dd/year)</i>	<b>Rank:</b>
<b>Check the Employment Type:</b> <input type="checkbox"/> Full time <input type="checkbox"/> Part-time <i>(Compensated more than 80 hours annually)</i> <input type="checkbox"/> Auxiliary Level One (I) <input type="checkbox"/> Auxiliary Level Two (II) <input type="checkbox"/> Auxiliary Level Three (III) <input type="checkbox"/> Auxiliary Level Four (IV) <input type="checkbox"/> Auxiliary Deputy	<b>Education:</b> <input type="checkbox"/> Less than high school <input type="checkbox"/> High school or equivalent <input type="checkbox"/> Some college <input type="checkbox"/> Associate Degree <input type="checkbox"/> Four Year Degree <input type="checkbox"/> Post Graduate Degree	<b>Designate Function: (Designate below the function(s) the officer will perform)</b> <input type="checkbox"/> Law Enforcement Officer <input type="checkbox"/> Jail Officer/Inmate Security <input type="checkbox"/> Court Security Officer <input type="checkbox"/> Civil Process Officer <input type="checkbox"/> Dispatcher/Communications Officer <input type="checkbox"/> DOC Corrections Officer <input type="checkbox"/> Civilian Instructor <input type="checkbox"/> Auxiliary Level Two (II) <input type="checkbox"/> Auxiliary Level Three (III) <input type="checkbox"/> Auxiliary Level Four (IV)
<p>§ 15.2-1705, Code of Virginia, requires all police officers, deputy sheriffs, law enforcement officers and regional jail officers, defined in § 9.1-101, Code of Virginia, to meet minimum employment qualifications prior to employment. Is this officer in compliance with § 15.2-1705, Code of Virginia (1950), as amended?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No <i>(If No, you must submit Form W-1 "Application for Waiver of Minimum Qualifications")</i></p>		
<p><b>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)</b></p> <p><b>Submitted by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____</p> <p><b>Signature:</b> _____ <b>Phone:</b> _____</p>		

Retain a signed copy for your records as a copy may be requested by the Department of Criminal Justice Services if errors are found.