

Law Enforcement Agency (HPD) Letterhead

Date:

I affirm that (Student's Name) is an employee of the (Law Enforcement Agency) who:

\_\_\_\_\_ has completed a POST-certified or CALEA-certified academy

**and**

\_\_\_\_\_ currently holds a job that requires maintenance of the certification.

Signed:

\_\_\_\_\_ (\*Signature)

\_\_\_\_\_ (Printed/Typed)

\_\_\_\_\_ (Title)

\*Student's supervisor or higher in chain of command