**Department of Corrections**

DIVISION OF PRETRIAL, PROBATION & PAROLE

121 Seward Street

Juneau, AK 99801

Main: 907.269.7367

Fax: 907.269-7365

**MEMORANDUM**

**Date:** Enter date.

**To:** Jennifer Winkelman

 Director

 Division of Pretrial, Probation & Parole

**Thru:** Enter name.

 Chief Probation Officer / Probation Officer IV

 Enter DP3 office name.

 Division of Pretrial, Probation & Parole

**From:** Enter name.

 Probation Officer Enter rank.

 Enter DP3 office name.

 Division of Pretrial, Probation & Parole

**Re:** Request for Firearm Clearance Approval

Director, I respectfully request that trainee PO Enter full name. be approved to conduct field work as a Probation / Parole Officer with the Division of Pretrial, Probation & Parole.

Officer Enter last name. has successfully passed all of the requirements set out in P&P 401.04, and their final packet (including proof of completing the prerequisites, their FOR Forms, and Range Data Logs, if necessary) is attached in support of the request.

**FOR DIRECTOR USE ONLY:**

After considering the request to approve the above-named officer’s successful completion of their field clearance training, and after reviewing their field training packet, the request is hereby:

 [ ]  Approved

 [ ]  Denied\*

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Director Signature Date

\* If denied, please provide feedback addressing any concerns. Further, please indicate if the trainee will be able to seek field clearance again at a later date.

Distribution:

Original: Supervisory File Copy: CPO or PO IV Copy: Supervising PO Copy: Trainee PO