

# NORTHSHORE FIRE DEPARTMENT

## ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

### SUBJECT: Oath of Office / New Commissioner Orientation

---

<b>Policy Number:</b>	1114	<b>Approved By:</b>	Board of Commissioners
<b>Effective Date:</b>	Unknown	<b>Revision Date:</b>	May 15, 2018
<b>Pages:</b>	1	<b>Attachments:</b>	2

---

#### **1 PURPOSE**

- 1.1 To ensure a new or newly reelected Commissioner has taken the required oath of office.
- 1.2 To provide an introduction to the District and present resources and required training to assist a new commissioner in their role as fire commissioner.

#### **2 REFERENCES**

- 2.1 RCW 52.14.070 *Oath of Office*
- 2.2 RCW 29A.04.133 *Qualified*
- 2.3 1114-A1 *Oath of Office*
- 2.4 1114-A2 *New Commissioner Orientation Checklist*

#### **3 POLICY**

- 3.1 Before beginning the duties of office, each Commissioner shall take and subscribe the official oath or affirmation for the faithful discharge of the duties of office as required by state law.
  - 3.1.1 The oath of office may be taken:
    - At the last regular Board meeting prior to the beginning of the term of office.
    - Anytime within ten calendar days prior to the beginning of the term of office.
    - As the first item of business at the first regular or special meeting after the term begins.
- 3.2 The executed oath shall be filed in the office of the King County Recorder's Office with the following items.
  - 3.2.1 Cover Sheet ([http://www.kingcounty.gov/~media/depts/records-licensing/Recorders-office/Documents/CoverSheet\\_WAState.ashx?la=en](http://www.kingcounty.gov/~media/depts/records-licensing/Recorders-office/Documents/CoverSheet_WAState.ashx?la=en))
  - 3.2.2 An original signed and notarized Oath of Office.
  - 3.2.3 PaymentNote: Paperwork may be submitted via mail or in person. For additional information visit <http://www.kingcounty.gov/depts/records-licensing/recorders-office.aspx>
- 3.3 Prior to taking the oath of office, each commissioner shall be provided the new commissioner orientation checklist (1114-A2) which contains information regarding initial onboarding, required training and useful information.