



Eff.01/2025

**NORTH CAROLINA DEPARTMENT OF JUSTICE
SHERIFFS' STANDARDS DIVISION**

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WILLIAM MITCHELL
DIRECTOR

REPORT OF SEPARATION

FORM F-5

☐

DEPUTY SHERIFF

☐

DETENTION OFFICER

INSTRUCTIONS: Please type or print all information clearly. This form shall be completed upon separation from one or both certified positions. This form must be submitted to the Commission **NO LATER THAN 10 DAYS AFTER FINAL SEPARATION**. A copy of this form must be retained in the appointing Agency's Personnel file.

SEPARATING AGENCY _____ PHONE NUMBER _____

ADDRESS _____ ZIP CODE _____

OFFICER'S NAME _____
(First) (Middle) (Last)

CURRENT HOME ADDRESS _____

DATE OF BIRTH _____ LAST FOUR OF SSN _____

DATE OF EMPLOYMENT: DEPUTY _____ DETENTION OFFICER _____

DATE OF SEPARATION: DEPUTY _____ DETENTION OFFICER: _____

☐ **Deceased**

Was this separation a result of a criminal investigation or violation of Commission rules? ☐ YES ☐ NO

Are you aware of any on-going or substantiated internal investigation regarding this officer within the last 18 months? ☐ YES ☐ NO

Are you aware of any substantiated allegation(s) of untruthfulness regarding this officer? ☐ YES ☐ NO

I, as an official representative of this agency, do advise that the above-named officer has been separated from this agency on the date indicated herein. In addition, pursuant to the requirements of 12 NCAC 10B .0405(c), the officer has been notified of this separation as evidenced by his/her signature below or the attached letter. **IF this officer was ACTIVE between January and July, and did not complete the mandated In-Service Training, he/she must do so before becoming Active again. In addition, the obligation to notify the Sheriffs' Standards Division of criminal charges, domestic violence orders and civil no contact orders continues for one year from the date of separation.**

Signature of Sheriff or Registered Authorized Representative:

Title:

Date:

Signature of Officer or indicate notice of separation mailed to Officer:

Date Signed/Notice Mailed:

Officer has the right to submit a written statement of additional information to the Sheriffs' Standards Division regarding this separation