



JEFF JACKSON
ATTORNEY GENERAL

NORTH CAROLINA DEPARTMENT OF JUSTICE SHERIFFS' STANDARDS DIVISION

TELEPHONE: 919-779-8213



WILLIAM MITCHELL
DIRECTOR

REPORT OF SEPARATION

DEPUTY SHERIFF DETENTION OFFICER TELECOMMUNICATOR

INSTRUCTIONS: Please type or print all information clearly. This form shall be completed upon separation from any of the certified positions listed above. This form must be submitted to the Division **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 _____

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

CURRENT HOME ADDRESS _____

DATE OF BIRTH _____ LAST FOUR OF SSN _____

DATE OF EMPLOYMENT _____

DATE OF SEPARATION _____

Deceased Resignation Termination

Was this separation a result of a criminal investigation? 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.**

If "Termination" is indicated, OR any of the three boxes above are checked "Yes", please provide a detailed explanation to the Division for inclusion in our records.

Signature of Sheriff or Registered Authorized Representative: Title: Date:

Signature of Officer or indicate notice of separation mailed to Officer: Date Signed/Notice Mailed:
