



North Carolina Sheriffs' Education and Training Standards Commission
North Carolina Department of Justice



Sheriffs' Standards Division

Post Office Drawer 629

Raleigh, North Carolina 27602

Telephone: (919) 779-8213 Fax: (919) 662-4515

Eff. Jan 2014

Roy Cooper
Attorney General

Julia Lohman
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 _____ SOCIAL SECURITY NUMBER _____

DATE OF EMPLOYMENT: DEPUTY _____ DETENTION OFFICER _____

POSITION/RANK _____ Full-Time Part-time

DATE OF SEPARATION _____

Death

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

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 Date

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