Box 1

Box 2

Kansas Commission on Peace Officers' Standards and Training (KS·CPOST) Termination or Separation

(To Update Employment Status on File at KS·CPOST)

This form must be completed by an agency head anytime a law enforcement officer changes his or her employment status with the agency. Completion and submission of this form within 30 days of the officer's change of status is required by KSA 74-5611a. Failure to comply with the requirements of the statute may subject the agency or administrator to criminal or administrative penalties.

Officer and Agency Information

File / Certification Number:

Name:

First

Last

Agency ORI Number:

Agency Name:

Employment Separation Reason

K.S.A. 74-5611a(d) mandates that "the agency head <u>shall</u> include a report explaining the circumstances under which the officer resigned or was terminated."

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K.S.A. 74-5611a(e)(1) further states that the agency, agency head and any officer or employee of the agency <u>shall</u> be absolutely immune from civil liability for the report made in accordance with K.S.A. 74-5611a(d).

Effective Date of Separation from Law Enforcement Position: ____

MM-DD-YYYY

Please give a brief description (attachments will not be included in Central Registry file and may or may not be retained for investigative records):

Please provide the officer's last known address and phone number:

Please continue to Box 3

Employment Separation Reason Continued Box 3	
Reason (Please Check Only One):	
	Voluntary Resignation (Under Ordinary Circumstances) (C): Officer resigned or retired for personal or professional reasons and not to avoid potential disciplinary or adverse employment action.
	Resignation (Under Questionable Circumstances) (I) : Officer resigned or retired while being investigated or investigative, disciplinary, or legal action was being contemplated; Officer was offered the opportunity to resign or retire to avoid potential disciplinary or adverse employment or legal action.
	Termination (I): Officer's employment was terminated involuntarily.
Complete the following for all above termination or separation reasons.	
	Was the separation due solely to performance issue(s)? Yes No
2)	Was the separation due to possible training act violation(s) (K.S.A. 74-5605 and K.S.A. 74-5616)? Yes No Unknown
3)	Was there an internal investigation on the officer within the past 6 months? Yes No
4)	Are you aware of an external investigation or law enforcement related civil action or lawsuit on the officer within the past 6 months? Yes No
5)	Has the officer been found unfit for duty due to psychological evaluation? Yes No
6)	Did the officer move to a non-law enforcement position with your agency per K.S.A 74-5602(g)? Yes No
7)	Was the officer separated prior to completion of a Basic Training Academy? Yes No
8)	Are you aware of a criminal investigation or criminal charges against the officer? Yes No

Agency Head/Appointing Authority Signature

Name of Agency Head/Appointing Authority:

Title of Agency Head/Appointing Authority:

By signing my name below, I certify under penalty of perjury that there are no willful misrepresentations, omissions, or falsifications in the information provided on this form.

Signature of Agency Head/Appointing Authority

Date

Box 4