



Florida Department of Law Enforcement

AFFIDAVIT OF SEPARATION SUPPLEMENT

Incorporated by Reference in Rules 11B-20.001(3)(a)5.b., and 11B-27.002(3)(a)15., F.A.C. Form Effective Date: 6-9-08



CJSTC 61A

Form CJSTC-61A must be completed and submitted with form CJSTC-61 for any of the following:

- Voluntary separation or retirement while being investigated for violation of Section 943.13(4), F.S., or violation of moral character standards defined in Rule 11B-27.0011, F.A.C.
Voluntary separation or retirement in lieu of termination for violation of Section 943.13(4), F.S., or violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.
Terminated for violation of Section 943.13(4), F.S., or violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.

1. Officer or Instructor's Name: \_\_\_\_\_

2. Officer or Instructor's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Officer or Instructor's Telephone Number: \_\_\_\_\_
Area Code and Telephone Number

4. Agency or training school contact person (For more information): \_\_\_\_\_

5. Contact Telephone Number: \_\_\_\_\_
Area Code and Telephone Number

6. Detailed Description of Misconduct: Do not use generic terminology in this section such as conduct unbecoming, failed to meet agency standards, violation of agency operating procedures, etc. Detailed information describing the act of misconduct is needed for efficient processing.

Four horizontal lines for detailed description of misconduct.

7. Criminal Charges Filed: Yes [ ] No [ ]

CHARGE(S): \_\_\_\_\_
Two horizontal lines for listing charges.

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-61A

### THE COMPLETED FORM CJSTC-61A SHALL ACCOMPANY A COMPLETED FORM CJSTC-61 WHEN:

An officer or instructor voluntarily separates or retires while being investigated for a violation of Section 943.13(4) F.S., or for a violation of moral character standards as defined by Rule 11B-27.0011, F.A.C.

An officer or instructor is terminated for a violation of Section 943.13(4), F.S., or for a violation of moral character standards as defined by Rule 11B-27.0011, F.A.C.

### GENERAL INSTRUCTIONS

1. **Officer or Instructor's Name.** Enter the officer or instructor's legal name.
2. **Officer or Instructor's Address.** Enter the officer or instructor's last known address, including the apartment or post office box number. Enter the first five digits of zip code before the dash and the last four digits after the dash. Enter as in this example: 32314-4321.
3. **Officer or Instructor's telephone number.** Enter the officer or instructor's last known personal telephone number as in this example: (904) 777-4321.
4. **Agency contact person for more information.** Enter the name of person in the agency or training school who can provide additional information to Commission staff regarding the Affidavit of Separation form CJSTC-61.

5. **Contact telephone number.** Enter the area code and telephone number of the contact person who can provide additional information.
6. **Detailed Description of Misconduct.** When providing the detailed description of any misconduct, be very specific regarding the nature of the offense or violation. Do not use general terminology such as: Conduct Unbecoming, Failed to Meet Agency Standards, Violation of Agency Operating Procedures, etc...
7. **Criminal Charges Filed.** Indicate "YES" if criminal charges were filed. Indicate "NO" if criminal charges were not filed. Give an accurate description of the charges that were filed.

### AGENCY REQUIREMENTS

- **A copy of this completed form shall be attached to form CJSTC-61 and submitted to:** Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302-1489. Attention: Records Section. Fax Number: 850-410-8605
- **A copy of the forms CJSTC-61 and CJSTC-61A shall be submitted to the officer.**