FDLE

Florida Department of Law Enforcement

AFFIDAVIT OF SEPARATION

Incorporated by Reference in Rules 11B-20.001(3)(a)(5,a., and 11B-27.002(3)(a)15., F.A.C.

CJSTC 61

1. Social Security Number: _____

2. Name: _____ Last _____ First _____ MI

3. Agency Name: _____

4. Agency ORI: FL_____

5. Date Employed: _____ 6. Separation Date: _____

Employment Class

- ☐ Law Enforcement
- ☐ Correctional
- ☐ Correctional Probation
- ☐ Concurrent
- ☐ Special Elected or Appointed
- ☐ Instructor

Employment Type

- ☐ Full time
- ☐ Part time
- ☐ Auxiliary

7. Separation Reasons

7A. ADMINISTRATIVE – ROUTINE

- ☐ Voluntary separation not involving misconduct
- ☐ Transfer within agency. No break in service
- ☐ Retired. Not involving misconduct
- ☐ Deceased
- ☐ Budgetary constraints. Local and Federal grants not renewed.
- ☐ Extended leave of absence
  Type:_____
  Periods of Time:_____
- ☐ Military leave of absence
  Periods of Time:_____
- ☐ Suspension
  Periods of Time:_____
- ☐ Administrative termination not involving misconduct.
- ☐ Special elected or appointed
  Position:_____
  Anticipated term:_____
- ☐ Instructor request for change of affiliation

7B. ADMINISTRATIVE – NON-ROUTINE

- ☐ Failure to complete basic recruit training.
- ☐ Failure to pass the State Officer Certification Examination.

7C. ADMINISTRATIVE – SUBSTANDARD PERFORMANCE

- ☐ Failure to satisfactorily complete the agency field training program (training performance issues).
- ☐ Failure to perform assigned tasks satisfactorily.

7D. OTHER – EXAMPLE

- ☐ Excessive absenteeism, failure to report for duty, sleeping on duty, and etc.

7E. UNFAVORABLE – MISCONDUCT

- ☐ Voluntary separation or retirement while being investigated for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.
- ☐ Voluntary separation or retirement in lieu of termination for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.
- ☐ Terminated for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.

8F. 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.

NOTICE: Section 943.139(2), F.S., requires the execution of an Affidavit of Separation by the employing agency in a case of officer separation. If the officer is separated, whether voluntarily or involuntarily, for failure to comply with provisions of Section 943.13, F.S., the agency is required to so specify when completing the Affidavit of Separation Supplement form CJSTC 61A. **WARNING:** Intentional false execution of this Affidavit of Separation constitutes a misdemeanor of the second degree.

8. Agency Administrator or Designee's Signature _____

9. Agency Administrator or Designee's Printed Name _____

10. Date _____

11. Agency Administrator or Designee's Title _____

AFFIDAVIT

12. STATE OF FLORIDA, COUNTY OF_____ The forgoing instrument was acknowledged before me this date_____

By:_____ who is personally known_____

or who has produced identification. Type of identification:_____

_____ _____

Print, type, or stamp Commissioned Name of Notary

Notary Seal:_____ Upon witnessing the agency administrator or designee's signing of this affidavit, the notary public shall complete the notary block.