

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 employers of law enforcement officers 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 Box 1

File / Certification Number: _____

Name: _____
First MI Last

Agency Name: _____ Agency ORI Number: _____

Employment Separation Reason Box 2

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

K.S.A. 74-5611a(e)(1) further states that the agency, agency head and any officer or employee of the agency shall 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 (attach a letter if more room is needed):

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.

- 1) 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**Box 4**

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