



# NOTICE OF PEACE OFFICER SEPARATION

Washington State Criminal Justice Training Commission

[certmail@cjtc.state.wa.us](mailto:certmail@cjtc.state.wa.us)

Fax: (206) 835-7923

AS REQUIRED BY THE RULES AND STATUTES ESTABLISHED BY THE WSCJTC, THIS FORM MUST BE SUBMITTED TO THE WSCJTC WITHIN **15 DAYS** OF SEPARATION.

**Section 1: *With the exception of the signature box, this form must be typed***

<b>Agency:</b>		<b>Status:</b> <input type="checkbox"/> Officer <input type="checkbox"/> Deputy <input type="checkbox"/> Reserve <input type="checkbox"/> Other:	
<b>Peace Officer's Name (Last, First, MI):</b>		<b>Gender Identity:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Date Of Birth (MM/DD/YY):</b>		<b>Hire Date (MM/DD/YY):</b>	
<b>CJTC Student Identification or SSN #:</b>		<b>Separation Date (MM/DD/YY):</b>	
<b>Peace Officer's Mailing Address:</b>	<b>Contact Phone #:</b>	<b>Personal Email:</b>	

**Section 2: *Reason For Separation***

Voluntary Resignation     
 Retired     
 Medical     
 Involuntary Resignation (in lieu of termination)  
 Terminated     
 Laid-off     
 Deceased     
 Involuntary Retirement (in lieu of termination)

**Section 3: *This section refers to Certified Peace Officers Only***

Is this agency aware of conduct that may fall under the definition of "Disqualifying Misconduct" as defined below:

Yes  No (If marked YES; please provide the agency investigative contact person below)

[RCW 43.101.010](#)

- (7) A peace officer is "convicted" at the time a plea of guilty has been accepted, or a verdict of guilty or finding of guilt has been filed, notwithstanding the pendency of any future proceedings, including but not limited to sentencing, post trial or post fact-finding motions and appeals. "Conviction" includes a deferral of sentence and also includes the equivalent disposition by a court in a jurisdiction other than the state of Washington.
- (8) "Discharged for disqualifying misconduct" means terminated from employment for: (a) Conviction of (i) any crime committed under color of authority as a peace officer, (ii) any crime involving dishonesty or false statement within the meaning of Evidence Rule 609(a), (iii) the unlawful use or possession of a controlled substance, or (iv) any other crime the conviction of which disqualifies a Washington citizen from the legal right to possess a firearm under state or federal law; (b) conduct that would constitute any of the crimes addressed in (a) of this subsection; or (c) knowingly making materially false statements during disciplinary investigations, where the false statements are the sole basis for the termination.
- (9) A peace officer is "discharged for disqualifying misconduct" within the meaning of subsection (8) of this section under the ordinary meaning of the term and when the totality of the circumstances support a finding that the officer resigned in anticipation of discipline, whether or not the misconduct was discovered at the time of resignation, and when such discipline, if carried forward, would more likely than not have led to discharge for disqualifying misconduct within the meaning of subsection (8) of this section.

[RCW 43.101.135](#) requires the agency of termination to provide such documentation or information as the Commission deems necessary and requests to investigate and determine whether the separation provides grounds for revocation under [RCW 43.101.105](#).

**Agency Investigative Contact:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section 4: *This section must be signed by the Appointing Authority***

**I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct to the best of my knowledge:**

<b>Appointing Authority Name:</b>	<b>Appointing Authority's Rank/Title:</b>
<b>Signature of Appointing Authority (listed above):</b>	<b>Date Signed:</b>