

AK POLICE STANDARDS COUNCIL PERSONNEL ACTION FORM

F-4

Please complete this form and send to APSC within 30 days of any personnel action.

Last Name		First	Middle	Date of Birth
Address		City	State	Zip
Agency			Rank	
PERSONNEL ACTION:				Effective Date:
<input type="checkbox"/>	New Employee	Social Security#		
<input type="checkbox"/>	Re-Hire			
<input type="checkbox"/>	Promotion	From:	To:	
<input type="checkbox"/>	Rejected Applicant	Reason:		
<input type="checkbox"/>	Demotion	From:	To:	
<input type="checkbox"/>	Resigned			
<input type="checkbox"/>	Retired			
<input type="checkbox"/>	Terminated			
SEPARATION DETAILS:		If you check any box that has an "*", a detailed explanation must be provided with this form. Use the back or attach a separate sheet of paper.		
If resigned or retired, did the employee do so in lieu of termination? *Yes <input type="checkbox"/> No <input type="checkbox"/>				
If terminated, explain reason(s) in detail (mandatory).				
Was the employee under investigation for any wrongdoing? *Yes <input type="checkbox"/> No <input type="checkbox"/>				
Would you rehire? Yes <input type="checkbox"/> *No <input type="checkbox"/>				
Do you recommend de-certification (if officer was certified)? *Yes <input type="checkbox"/> No <input type="checkbox"/>				
IF NEW OR REHIRED EMPLOYEE . . .				
Prior certification(s) held: <input type="checkbox"/> Police <input type="checkbox"/> Corrections <input type="checkbox"/> Probation/Parole				
From which state:				
I swear the information provided above is true and accurate.				
Signature of reporting official:				Date:
APSC No.		Received by APSC:		Date:

Timeliness in reporting information on this form is very important. Failure to report personnel actions within your agency could affect acceptance at training academies, as well as delay certification. Please note that any information on rejected or terminated employees may be made available to law enforcement agencies upon request.