ALASKA POLICE
STANDARDS COUNCIL
PO BOX 111200
JUNEAU, AK 99811-1200
Ph: 907-465-4378

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	
Personal E-mail Address		Personal Phone Number	

PERSONNEL ACTION:	**Effective Date:**
☐ New Employee: Refer to Compliance Form for required documents	
☐ Re-Hire	
☐ Promotion From: To:	
☐ Rejected Applicant Reason:	
☐ Demotion From: To:	
☐ Resigned/Retired	
☐ Sustained Misconduct (attach explanation)	
☐ Terminated	

SEPARATION DETAILS:	**If you check any box that has an "*", a detailed explanation MUST be attached to this form.**

If resigned or retired, did the employee do so in lieu of termination?	*Yes ☐	No ☐
Was the employee under investigation for any wrongdoing?	*Yes ☐	No ☐
Do you recommend de-certification/denial of certification?	*Yes ☐	No ☐
Eligible for rehire?	Yes ☐	*No ☐

IF NEW OR REHIRED EMPLOYEE . . .

Prior certification(s) held: ☐ Police ☐ Corrections ☐ 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.

SEPARATION DETAILS:	If you checked any box above that had an "*", a detailed explanation MUST be attached to this form. Use the space below or attach a separate sheet of paper.