

**Alaska Police
Standards Council
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Email: APSC@alaska.gov**

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 and Work E-mail Addresses		Personal Phone Number	
PERSONNEL ACTION:			Effective Date:
<input type="checkbox"/> New Employee: Refer to Compliance Form for required documents			
<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/Retired			
<input type="checkbox"/> Sustained Misconduct (attach explanation)			
<input type="checkbox"/> Terminated (attach explanation)			
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 <input type="checkbox"/> No <input type="checkbox"/>			
Was the employee under investigation for any wrongdoing? *Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you recommend de-certification/denial of certification? *Yes <input type="checkbox"/> No <input type="checkbox"/>			
Eligible for rehire? 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.

**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.