



# F4

## PERSONNEL ACTION FORM

Alaska Police  
Standards Council  
PO BOX 111200  
JUNEAU, AK 99811-1200  
Ph: 907-465-4378  
Email: APSC@alaska.gov

**This form is required to be completed and sent to the 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	
<b>PERSONNEL ACTION:</b>				<b>Effective Date:</b>
Hire: Refer to Compliance Form for required documents Check if rehired into same job class <input type="checkbox"/>				
Promotion		From:	To:	
Rejected Applicant		Reason:		
Demotion		From:	To:	
Resigned/Retired				
Sustained Misconduct (attach explanation)				
Terminated (attach explanation)				
<b>SEPARATION DETAILS:</b>	<b>If you check any box that has an "*", a detailed explanation MUST be attached to this form.</b>			
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				
<b>IF NEW OR REHIRED EMPLOYEE . . .</b>				
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 Agency Head or Designee:		Printed Name:	Date:	
Reporting Official Contact Number:			Reporting Official E-mail:	

**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.**