

## AFFIDAVIT OF SEPARATION

Incorporated by Reference in  
Rules 11B-20.001 and 11B-27.002, F.A.C.



**CJSTC**  
**61**

<p>1. Last Four Digits of Social Security Number: _____</p> <p>2. Name: _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Last</span> <span>First</span> <span>MI</span> </div> </p> <p>3. Agency Name: _____</p> <p>4. Agency ORI: FL _____</p> <p>5. Date Employed: _____ 6. Separation Date: _____</p>	<p><b>Employment Class</b></p> <p><input type="checkbox"/> Law Enforcement</p> <p><input type="checkbox"/> Correctional</p> <p><input type="checkbox"/> Correctional Probation</p> <p><input type="checkbox"/> Concurrent</p> <p><input type="checkbox"/> Special Elected or Appointed</p> <p><input type="checkbox"/> Instructor</p> <p><b>Employment Type</b></p> <p><input type="checkbox"/> Full time</p> <p><input type="checkbox"/> Part time</p> <p><input type="checkbox"/> Auxiliary</p>
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### 7. Separation Reasons

<p><b>7A. ADMINISTRATIVE – ROUTINE</b></p> <p><input type="checkbox"/> Voluntary separation not involving misconduct</p> <p><input type="checkbox"/> Transfer within agency. No break in service</p> <p><input type="checkbox"/> Retired. Not involving misconduct</p> <p><input type="checkbox"/> Deceased</p> <p><input type="checkbox"/> Line of Duty Death</p> <p><input type="checkbox"/> Budgetary constraints. Local and Federal grants not renewed</p> <p><input type="checkbox"/> Extended leave of absence Type: _____ Periods of Time: _____</p> <p><input type="checkbox"/> Military leave of absence Periods of Time: _____</p> <p><b>NOTE:</b> See Instructions on Page 2.</p> <p><input type="checkbox"/> Suspension Periods of Time: _____</p> <p><input type="checkbox"/> Administrative separation not involving misconduct</p> <p><input type="checkbox"/> Special elected or appointed Position: _____ Anticipated term: _____</p> <p><input type="checkbox"/> Instructor request for change of affiliation</p> <p><b>7B. ADMINISTRATIVE – NON-ROUTINE</b></p> <p><input type="checkbox"/> Failure to complete basic recruit training</p> <p><input type="checkbox"/> Failure to pass the State Officer Certification Examination</p>	<p><b>7C. ADMINISTRATIVE – SUBSTANDARD PERFORMANCE</b></p> <p><input type="checkbox"/> Failure to satisfactorily complete the agency field-training program (training performance issues).</p> <p><input type="checkbox"/> Failure to perform assigned tasks satisfactorily.</p> <p><b>7D. OTHER – EXAMPLE</b></p> <p><input type="checkbox"/> Excessive absenteeism, failure to report for duty, sleeping on duty, etc.</p> <p><b>7E. UNFAVORABLE – MISCONDUCT</b></p> <p><input type="checkbox"/> Voluntary separation or retirement while being investigated for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.</p> <p><input type="checkbox"/> Voluntary separation or retirement in lieu of termination for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.</p> <p><input type="checkbox"/> Terminated for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.</p> <p><b>NOTE:</b> The agency administrator or designee shall provide written documentation of the internal or criminal investigation upon request by Commission staff.</p>	<p><b>7F. Pursuant to Section 943.1395(5), F.S., an employing agency must conduct an internal investigation when having cause to suspect that an officer or instructor it employs or employed at the time of the alleged violation, or employed on a Temporary Employment Authorization is not in compliance with Section 943.13(4) or (7), F.S., or Rule 11B-27.0011, F.A.C.</b></p> <p><input type="checkbox"/> Voluntary separation or retirement while being investigated for violation of Section 943.13(4), F.S., or violation of moral character standards defined in Rule 11B-27.0011, F.A.C.</p> <p><input type="checkbox"/> Voluntary separation or retirement in lieu of termination for violation of Section 943.13(4), F.S., or violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.</p> <p><input type="checkbox"/> Terminated for violation of Section 943.13(4), F.S., or violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.</p> <p><b>NOTE:</b> The agency administrator or designee shall provide written documentation of the internal or criminal investigation upon request by Commission staff.</p>
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**NOTICE:** Section 943.139(2), F.S., requires the execution of an Affidavit of Separation by the employing agency in a case of officer separation. **WARNING:** Intentional false execution of this Affidavit of Separation constitutes a misdemeanor of the second degree.

8. Agency Administrator or Designee's Signature

9. Agency Administrator or Designee's Printed Name

10. Date

11. Agency Administrator or Designee's Title

### 12. OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of ☐ Physical Presence ☐ OR ☐ Online Notarization ☐ this \_\_\_\_\_

day of \_\_\_\_\_, year \_\_\_\_\_, By \_\_\_\_\_

Signature of Notary Public – State of Florida

Print, Type, or Stamp Commissioned name of Notary Public

Personally Known ☐ OR Produced Identification ☐

Type of Identification Produced \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-61

### USE THIS FORM TO SEPARATE AN OFFICER FROM AN AGENCY

#### USE THIS FORM WHEN:

1. An officer or instructor separates from an agency when he or she voluntarily separates, retires, or dies.
2. An officer transfers within the agency.
3. Budgetary constraints (local or federal grants not renewed) are experienced by an agency.
4. An officer has an extended leave of absence or suspension.
5. An agency terminates an officer for administrative reasons.
6. An officer has a leave of absence for active duty military service.
7. An officer fails to complete a basic recruit training program.
8. An officer fails to pass the State Officer Certification Examination.
9. An officer fails to satisfactorily complete the agency's field training program.
10. An officer or instructor fails to perform assigned tasks satisfactorily.
11. An officer or instructor has excessive absenteeism, fails to report for duty, etc.
12. An officer or instructor voluntarily separates, retires, or is terminated while being investigated for a violation of agency policy.

**The Internal Investigation Report, form CJSTC-78, shall accompany form CJSTC-61 if any of the following reasons for separation of employment or appointment are applicable to the officer or instructor:**

1. An officer or instructor voluntarily separates or retires while being investigated for a violation of Section 943.13(4), F.S., or for a violation of moral character standards as defined by Rule 11B-27.0011, F.A.C.
2. An officer or instructor is terminated for a violation of Section 943.13 (4), F.S., or for a violation of moral character standards as defined by Rule 11B-27.0011, F.A.C.
3. An officer or instructor voluntarily separates or retires in lieu of termination for a violation of Section 943.13(4), F.S., or for violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.

**NOTE:** The Special Elected or Appointed box should only be checked if an individual is an elected or appointed official affiliated with an agency to maintain his or her continuing education requirement. Please indicate the individual's position and anticipated term of office.

#### Steps to document separations and subsequent re-employments of active-duty military personnel:

1. Enter the date the officer enters active duty military service as the separation date and select "Military leave of absence" as the separation reason.
2. When the officer is released from active duty military service, contact your assigned Criminal Justice Customer Service Specialist in the Officer Records Section at (850) 410-8600 for assistance with removing the separation and updating the officer's ATMS records as needed. Be prepared to provide the officer's DD214 form or other military documentation which reflect the active duty time frame.
3. Enter the officer's dates of active duty military service in the Comments field for the employment.

### HOW TO COMPLETE EACH ITEM

1. **Social Security Number.** Enter the last four digits of the officer's social security number as in this example: 000-00-1234.
2. **Name.** Enter the officer's legal last and first name. Enter the officer's middle initial if applicable.
3. **Agency Name.** Enter the agency's name.
4. **Agency ORI:** Enter the last seven digits of the agency's originating identifier number as in this example: FL0370000.
5. **Date Employed.** Enter the officer's employment date as a sworn officer as in this example: (MM/DD/YYYY).
6. **Date Separated.** Enter the last date the officer was employed as in this example: (MM/DD/YYYY).

**The agency administrator or designee shall complete the remainder of this affidavit in the presence of a notary public.**

7. **Separation Reasons.** Place a check mark in the applicable box(es):
  - 7a. Administrative-Routine
  - 7b. Administrative – No Routine
  - 7c. Administrative - -Substandard Performance
  - 7d. Other Example(s)
  - 7e. Unfavorable Misconduct. **NOTE:** The agency administrator or designee shall provide proof of the internal or criminal investigation upon request by Commission staff.
8. **Administrator or Designee's Signature.** The agency administrator or designee shall sign his or her name.
9. **Agency Administrator or Designee's Name.** The agency administrator or designee shall print his or her name.
10. **Date Signed.** The agency administrator or designee shall enter the date the affidavit is signed.
11. **Agency Administrator or Designee's Title.** The agency administrator or designee shall print his or her title.
12. **Completion of Affidavit Section.** The notary public shall complete all blank lines in the Affidavit Section.

### AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency.
- If the agency is unable to enter the information on-line into ATMS, please contact the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Records Section, at 850-410-8600 for assistance.