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Info Only  
(Not yet issued)

Bill H.

DIVISION OF PARKS AND RECREATION

August 28, 1989

Staff Directive 89-16

TO: James B. Hallsey, Chief of Operations  
Judy Warren, Personnel Technician  
District Superintendents  
Park Superintendents

FROM: William W. Davis, Ph.D., Director 

SUBJECT: Form F-5B (LE), Report of Separation

The attached form shall be completed by the immediate supervisor for every commissioned officer who is separated from the Division for any reason. It is also to be completed for those commissioned officers who move to a non-law enforcement position within the Division when the Directorate has made a determination to separate the employee from law enforcement duties.

The following procedures shall be followed for completion of Form F-5B (LE), Report of Separation:

1. The form must be typed and submitted to the Criminal Justice Standards Division not later than ten days after final separation. The Chief of Operations will sign the form as the Division's authorized representative.
2. The separating agency is the N. C. Division of Parks and Recreation.
3. The ORI number is the park ORI number. Separated officers not assigned or located at a particular park will use ORI number NC 0922600.
4. The immediate supervisor will obtain the separated officer's special peace officer commission photo/identification card and oath of office form. These documents will be forwarded with the Report of Separation to the Chief of Operations.
5. The Chief of Operations will review, sign and forward the original Report of Separation to the Criminal Justice Standards Division. A duplicate copy of the Report of Separation, the special peace officer commission, the photo/identification card and the oath of office form will be forwarded to the Division Personnel Technician for inclusion in the separated officer's personnel records.

This Staff Directive will remain in effect until superseded or amended.

JBH/WBH/jas

Attachment

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# Criminal Justice Education And Training Standards Commission

## NORTH CAROLINA DEPARTMENT OF JUSTICE



### CRIMINAL JUSTICE STANDARDS DIVISION

POST OFFICE DRAWER 149, RALEIGH, NC 27602

TELEPHONE: 919-733-2530

### REPORT OF SEPARATION

LAW ENFORCEMENT OFFICER

FORM F-5B (LE)

(Revised 1-80)

#### INSTRUCTIONS:

Please Type or Print all information clearly. This form shall be completed for each separation from a certified position. The report must be submitted to the Commission NO LATER THAN 10 DAYS after FINAL separation. A copy of this form must be retained in the Agency's personnel file.

SEPARATING AGENCY \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AGENCY OR ORI NUMBER (If Available) \_\_\_\_\_  
(ORI - Originating Routing Identifier assigned by NCIC)

SEPARATED OFFICER'S NAME \_\_\_\_\_  
(First) (Middle) (Last)

HOME ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DATE OF OATH OF OFFICE \_\_\_\_\_ LENGTH OF SERVICE \_\_\_\_\_

POSITION / RANK \_\_\_\_\_ ☐ Full-time ☐ Part-time

DATE OF FINAL SEPARATION \_\_\_\_\_

#### REASON FOR SEPARATION:

☐ Retirement ☐ Resignation ☐ Dismissal ☐ Death ☐ OTHER \_\_\_\_\_

REASON \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**FORM F-5B (LE) REPORT OF SEPARATION (Continued)**

EMPLOYABILITY: (Place check mark in as many of these boxes as applicable)

- ☐ THIS AGENCY WOULD CONSIDER THIS INDIVIDUAL FOR REAPPOINTMENT
- ☐ THIS AGENCY WOULD NOT CONSIDER THIS INDIVIDUAL FOR REAPPOINTMENT
- ☐ THIS AGENCY WOULD CONSIDER THIS INDIVIDUAL FOR REAPPOINTMENT EXCEPT IT IS PROHIBITED BY DEPARTMENTAL REHIRING POLICY.
- ☐ THIS AGENCY WOULD RECOMMEND EMPLOYMENT ELSEWHERE AS A CRIMINAL JUSTICE OFFICER
- ☐ THIS AGENCY WOULD NOT RECOMMEND EMPLOYMENT ELSEWHERE AS A CRIMINAL JUSTICE OFFICER

AGENCY'S ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, AS AN OFFICIAL REPRESENTATIVE OF THIS AGENCY, DO ADVISE THAT THE NAMED OFFICER HAS BEEN SEPARATED FROM THIS AGENCY ON THE DATE INDICATED HEREIN AND THE OATH HAS BEEN PROPERLY TERMINATED.

Signature of Executive Officer or  
Authorized Representative

Title

Date


Scott

DIVISION OF PARKS AND RECREATION

July 6, 1994

**MEMORANDUM**

TO: Park Superintendents  
Judy Warren, Personnel Technician

FROM: Jim Hallsey, Chief of Operations 

SUBJECT: Last Workday Procedures Required When Separating Commissioned Officers

I would like to commend East District Superintendent Cliff Phillips for initiating the attached checklist and provide it for your use in assuring compliance with required procedures. Cliff and Scott Daughtry consulted on this checklist and have included the necessary procedures and forms which must be submitted through the chain of command on the employee's last day of work. The form F-5B(LE) must be submitted by me to the Criminal Justice and Training Standards Commission within ten days of the employee's separation. Your adherence to this checklist will assure that we meet our obligations and account for all necessary documents and equipment.

Thank you for your cooperation.

JBH/jas

Enclosure

cc: Tom Wells, Deputy Director  
Bill Hubbard, Public Safety Officer

## DECOMMISSION CHECK LIST

**WHEN A COMMISSIONED OFFICER LEAVES THE DIVISION THE SUPERVISOR MUST COMPLETE THE FOLLOWING PROCEDURES ON THE LAST DAY OF WORK:**

**FAILURE ON THE PART OF ANY OFFICER TO PRODUCE AND SURRENDER ID CARD, COMMISSION, BADGES, OR DEFENSIVE EQUIPMENT WILL RESULT IN A NEGATIVE RECOMMENDATION TO THE CRIMINAL JUSTICE TRAINING STANDARD COMMISSION BASED ON THEIR INABILITY TO MAINTAIN AND PRODUCE REQUIRED DOCUMENTS AND/OR EQUIPMENT.**

### CHECK LIST

1. Follow Staff Directive 89-16	
2. Fill out form F-5B (LE) and submit to CHOP	
3. Obtain employee's photo/ID card and submit with F-5B	
4. Obtain original commission and submit with F-5B	
5. Obtain Employee's oath of office and submit with F-5B	
6. Obtain employee's badges (set of 3) and submit with F-5B	
7. Obtain employee's defensive equipment (unless awarded by Director)	
8. Obtain employee's keys	
9. Obtain employee's credit cards	
10. Forward letter of resignation to Personnel Technician	