

COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING**PERSONNEL SEPARATION NOTICE**

This form should be completed and presented or mailed to employee within ten (10) days of resignation, Retirement, termination or other form of separation.

NOTICE**TO: Name:**

Address:

City:

State:

Zip Code:

FROM:**DATE:****SUBJECT: Retention of Law Enforcement Certification**

1. Regulation 1010 (2) (e) of the Commission on Law Enforcement Standards and Training manual states: "The certification of any law enforcement officer shall expire if the officer does not serve as a law enforcement officer for six (6) consecutive months or 180 days."
2. The loss of certification is automatic and requires no written notice. should you reenter law enforcement after six (6) months or a 180-day separation you will receive credit for all previous training, however, you must serve a twelve (12) month probation period before certification will be considered.
3. Should you have any questions concerning certification you may contact this department or the Commission on Law Enforcement Standards and Training.

Signature of Department Head or Designee