FDLE

Florida Department of Law Enforcement

AFFIDAVIT OF SEPARATION

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

CJSTC 61

1. Last Four Digits of Social Security Number:

2. Name: HANCE (Last) (First) (MI)

3. Agency Name: ORMOND BEACH POLICE DEPARTMENT

4. Agency ORI: FL064400

5. Date Employed: 02/23/2026 6. Separation Date: 04/01/2026

Employment Class
- ☒ Law Enforcement
- ☐ Correctional
- ☐ Correctional Probation
- ☐ Concurrent
- ☐ Special Elected or Appointed
- ☐ Instructor

Employment Type
- ☒ Full time
- ☐ Part time
- ☐ Auxiliary

7. Separation Reasons

7A. ADMINISTRATIVE – ROUTINE
- ☒ Voluntary separation not involving misconduct
- ☐ Transfer within agency. No break in service
- ☐ Retired. Not involving misconduct
- ☐ Deceased
- ☐ Line of Duty Death
- ☐ Budgetary constraints. Local and Federal grants not renewed
- ☐ Extended leave of absence
  Type:
  Periods of Time:
- ☐ Military leave of absence
  Periods of Time:
  NOTE: See Instructions on Page 2.
- ☐ Suspension
  Periods of Time:
- ☐ Administrative separation not involving misconduct
- ☐ Special elected or appointed
  Position:
  Anticipated term:
- ☐ Instructor request for change of affiliation

7B. ADMINISTRATIVE – NON-ROUTINE
- ☐ Failure to complete basic recruit training
- ☐ Failure to pass the State Officer Certification Examination

7C. ADMINISTRATIVE – SUBSTANDARD PERFORMANCE
- ☐ Failure to satisfactorily complete the agency field-training program (training performance issues).
- ☐ Failure to perform assigned tasks satisfactorily.

7D. OTHER – EXAMPLE
- ☐ Excessive absenteeism, failure to report for duty, sleeping on duty, etc.

7E. UNFAVORABLE – MISCONDUCT
- ☐ 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.
- ☐ Voluntary separation or retirement in lieu of termination for violation of agency or training school policy not involving a moral character violation defined in Rule11B-27.0011, F.A.C.
- ☐ Terminated for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.

NOTE: The agency administrator or designee shall provide written documentation of the internal or criminal investigation upon request by Commission staff.

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.
- ☐ 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.
- ☐ 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.
- ☐ 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.

NOTE: The agency administrator or designee shall provide written documentation of the internal or criminal investigation upon request by Commission staff.

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

JESSE GODFREY
9. Agency Administrator or Designee's Printed Name

4/7/2026
10. Date

CHIEF
11. Agency Administrator or Designee's Title

12. OATH
Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF FLORIDA COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me by means of Physical Presence ☒ OR Online Notarization ☐ this 1ST day of APRIL, year 2026, By JESSE GODFREY

Signature of Notary Public – State of Florida

SUSAN A. FRANCIS
MY COMMISSION # HH 480648
EXPIRES: February 5, 2028

SUSAN A. FRANCIS
Print, Type, or Stamp Commissioned name of Notary Public

Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced N/A

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 voluntary 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 voluntary 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.