



# Virginia Department of Criminal Justice Services

## Notification of Eligibility for Decertification

DC-1

Rev 3.0 / 7.2024

Pursuant to [§ 15.2-1707](#) of the *Code of Virginia*, this document shall serve as written notice to the Criminal Justice Services Board of the potential eligibility for decertification of the individual listed below.

Submit via Email to: [lejdecert@dcjs.virginia.gov](mailto:lejdecert@dcjs.virginia.gov)

FOR DCJS USE ONLY: CASE  
ID #: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LAST KNOWN MAILING ADDRESS (COMPLETE): \_\_\_\_\_

CERTIFIED LAW ENFORCEMENT ☐ CERTIFIED JAIL OFFICER ☐ RECRUIT/ FIELD TRAINING STATUS ☐

ORIGINAL CERTIFICATION DATE: \_\_\_\_\_ VERIFIED BY DCJS STAFF (Initials): \_\_\_\_\_

REQUESTING AGENCY: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

POINT OF CONTACT Email: \_\_\_\_\_

POINT OF CONTACT Phone: \_\_\_\_\_

DATE OF SEPARATION: \_\_\_\_\_ Terminated ☐ or Resigned ☐

Have all grievances and appeals been exhausted or waived for the  
finding of misconduct and employment separation to be considered  
final? Yes ☐ No ☐  
\*If No, Expected Date to Conclusion? \_\_\_\_\_

(Separation date must be entered into TRACER for Decertification to be processed)

REASON FOR DECERTIFICATION (CHECK ALL THAT APPLY/ATTACH SUPPLEMENTAL INFORMATION AS NECESSARY):

### 15.2-1707 (A)

- ☐ Convicted of or plead guilty or no contest to a felony or any offense that would be a felony if committed in the Commonwealth. (15.2-1707 (A)(i))
- ☐ Convicted of or plead guilty or no contest to a Class 1 misdemeanor involving moral turpitude, including but not limited to petit larceny, or any offense involving moral turpitude that would be a misdemeanor if committed in the Commonwealth. (15.2-1707 (A)(ii))
- ☐ Convicted of or plead guilty or no contest to any misdemeanor sex offense in the Commonwealth, another state, or the United States, including but not limited to sexual battery or consensual sexual intercourse with a minor 15 or older. (15.2-1707 (A)(iii))
- ☐ Convicted of or plead guilty or no contest to domestic assault or any offense that would be domestic assault under the laws of another state or the United States. (15.2-1707 (A)(iv))

FOR ALL OF THE ABOVE:

DATE OF CONVICTION: \_\_\_\_\_

FINAL CRIMINAL CHARGE(S): \_\_\_\_\_

COURT NAME & LOCATION: \_\_\_\_\_

FOR CRIMINAL CASES: COPY OF JUDGEMENT OF CONVICTION MUST BE SUBMITTED WHEN AVAILABLE

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NAME: \_\_\_\_\_

- ☐ Failed to comply with or maintain compliance with mandated training requirements. (15.2-1707 (A)(v))
- ☐ Refusal to submit to a drug screening or has produced a positive result on a drug screening reported to the employing agency, where the positive result cannot be explained to the agency's satisfaction. (15.2-1707 (A)(vi))

## **15.2-1707 (B)**

Such notifications shall be given within 48 hours of a termination or resignation pursuant to clause (i), (ii), or (iii) or within 48 hours of the completion of an internal investigation for a termination or resignation pursuant to clauses (iv) through (vii).

### **FOR ALL BELOW:**

DATE OF INCIDENT OR ACTIONABLE OCCURRENCE: \_\_\_\_\_  
VIOLATION: \_\_\_\_\_

- ☐ Terminated or resigns: *(Select all applicable categories – Multiple may be selected)*
  - ☐ in advance of being convicted or found guilty of an offense as set forth in subsection (A), clause (i) that requires decertification. (15.2-1707 (B)(i))
  - ☐ in advance of a pending drug screening. (15.2-1707 (B)(ii))
  - ☐ for a violation of state or federal law, including those instances when a prosecution for a violation of state or federal law is terminated as a result of such law-enforcement or jail officer resigning from his position. (15.2-1707 (B)(iii))
  - ☐ for engaging in serious misconduct as defined in statewide professional standards of conduct adopted by the Board. (15.2-1707 (B)(iv)) (\*effective March 14, 2024)
  - ☐ while such officer is the subject of a pending internal investigation involving serious misconduct as defined in statewide professional standards of conduct adopted by the Board. (15.2-1707 (B)(v)) (\*effective March 14, 2024)
  - ☐ for an act committed while in the performance of or in relation to the officer's duties that compromises an officer's credibility, integrity, honesty. (15.2-1707 (B)(vi))
  - ☐ for an act committed while in the performance of his duties that constitutes exculpatory or impeachment evidence in a criminal case. (15.2-1707 (B)(vii))  
(If applicable and available, please attach a copy of any issued Brady documentation)

**A summary of the circumstances associated with this notification, including relevant dates, information to support decertification, pending court dates or grievances, as related to the above violations, must accompany this submission. The Virginia Department of Criminal Justice Services (DCJS) reserves the right to request additional clarification of any submitted information to substantiate the appropriate application of the Decertification Code as it is listed above.**

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NAME: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

*(Additional Supporting Documentation may be attached and must be in PDF form)*

*(Attach additional pages as needed)*

\_\_\_\_\_  
Signature of Sheriff, Chief of Police, Agency Administrator, or their designee

Date: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

Title: \_\_\_\_\_

DCJS Staff: Decertified?    Yes ☐    No ☐

Date Completed: \_\_\_\_\_    Initials: \_\_\_\_\_

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