

## “Less Than Honorable Service” Notification

Today’s Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Your Agency: \_\_\_\_\_

Member Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Retirement System:**

PERS    TRS    TDC    DPS-A    DPS-B    DSRS    JRS    EMSRS

West Virginia Code § 5-10A-2(e)(2) defines “less than honorable service” as: ***Conviction of a participant of a felony for conduct related to his or her office or employment which he or she committed while holding the office or during the employment.***

Briefly describe the situation which you believe may constitute the employee’s rendition of “less than honorable service”:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If you need more space than is provided, attach a sheet of paper to this form with your name and a thorough description of the situation.*

Member Employment Date(s): \_\_\_\_\_

To your knowledge:

- 1) Was member “on-duty”, at work, on state property, using state equipment, acting in job role in the commission of the alleged crime?  YES / NO
- 2) Were larceny of funds or property from a state agency or political subdivision involved in this alleged crime?  YES / NO
- 3) Has this member been charged by criminal complaint, indictment or information with an offense relating to the above referenced conduct?  YES / NO
- 4) Do you expect this member to be charged by criminal complaint, indictment or information with an offense relating to the above referenced conduct?  YES / NO
- 5) Was member convicted in a court of law?  YES / NO
- 6) Did the member reach a plea bargain agreement?  YES / NO
- 7) Was the member an unindicted coconspirator in this crime?  YES / NO

Any other information not previously addressed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_