

“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 MPFRS

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 _____