

12 NCAC 09C .0307 AGENCY RETENTION OF RECORDS OF CERTIFICATION

(a) Each criminal justice agency shall place information with respect to employment, education, retention, and training of its criminal justice officers in the criminal justice officer's personnel file as listed in Subparagraphs (a)(1) and (a)(2) of this Rule. The files shall be available for examination in five days by representatives of the Commission for verifying compliance with these Rules.

- (1) Criminal Justice Officer with probationary certification:
 - (A) the officer's Personal History Statement;
 - (B) the officer's Medical History Statement and Medical Examination Report;
 - (C) documentation of the officer's drug screening results;
 - (D) the Commission's Mandated Background Investigation Form as completed by the agency's investigator;
 - (E) a written summary of the officer's Qualifications Appraisal Interview;
 - (F) documentation of the officer's degrees obtained;
 - (G) documentation of all criminal justice training completed by the officer;
 - (H) the results of the officer's fingerprint record check;
 - (I) a written summary of the officer's psychological examination results;
 - (J) for the law enforcement officer, documentation on a commission-approved form as set forth in 12 NCAC 09E .0103(3) and .0110(5) that the officer has completed the minimum in-service training as required;
 - (K) certified copy of proof of age, citizenship, and educational requirements required in 12 NCAC 09B .0101;
 - (L) copy of Report of Appointment/Application for Certification Form F-5A;
 - (M) oath of office;
 - (N) copy of firearms qualification; and
 - (O) once separated, a copy of the Affidavit of Separation.
- (2) Criminal Justice Officer with general certification:
 - (A) the officer's Medical History Statement and Medical Examination Report;
 - (B) documentation of the officer's drug screening results;
 - (C) documentation of the officer's degrees obtained;
 - (D) documentation of all criminal justice training completed by the officer;
 - (E) the results of the officer's fingerprint record check;
 - (F) for the law enforcement officer, documentation on a commission-approved form as set forth in 12 NCAC 09E .0103(3) and .0110(5) that the officer has completed the minimum in-service training as required;
 - (G) certified copy of proof of age, citizenship, and educational requirements required in 12 NCAC 09B .0101;
 - (H) a copy of the Report of Appointment/Application for Certification Form F-5A;
 - (I) oath of office;
 - (J) copy of firearms qualification; and
 - (K) once separated, a copy of the Affidavit of Separation.

(b) These records shall be maintained in compliance with the North Carolina Department of Natural and Cultural Retention and Disposition Schedule established pursuant to G.S. 121 and G.S. 132.

History Note: Authority G.S. 17C-2; 17C-6;
Eff. January 1, 1981;
Amended Eff. August 1, 1998; January 1, 1995; July 1, 1990; July 1, 1989; June 1, 1986;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 25, 2019;
Amended Eff. August 1, 2019.