

## **1007. PERSONNEL ACTION REPORTS**

- (1) All law enforcement agencies shall furnish to the Division completed initial Employment information, in a manner adopted by the Division, within ten (10) days after employment or appointment.
- (2) When an officer is promoted or demoted, it shall be reported to the Division in a manner adopted by the Division, within ten (10) days of the action.
- (3) When an officer retires, resigns, is discharged, separates from, or otherwise terminates employment from a position for any reason or changes name, the department shall report the change to the Division, in a manner adopted by the Division, within ten (10) days.
- (4) When an officer changes his or her employment, the change shall be reported to the Division in a manner adopted by the Division.
- (5) Within ten (10) days following an employment change from one classification to another, the information shall be reported to the Division in a manner adopted by the Division.