

## **1007. OFFICER RECORDS**

- (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 a law enforcement 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 employment action.
- (3) When a law enforcement officer retires, resigns, is discharged, separates from, or otherwise terminates employment from a position for any reason or changes their name, the law enforcement agency shall report the change to the Division, in a manner adopted by the Division, within ten (10) days.
- (4) When a law enforcement officer changes their 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 designation to another, the information shall be reported to the Division in a manner adopted by the Division.
- (6) Upon receipt by the Division of employment information properly identifying an individual law enforcement officer, in a manner adopted by the Commission, the Division will maintain a file for that law enforcement officer and record certified training completed, as well as other personnel information, if properly documented. It must be emphasized however, that each law enforcement officer should maintain their own training and education records, documented by transcripts, certificates, diplomas, letters, or notices of course completion.