

1 12 NCAC 09C .0307 is amended as published in 38:12 NCR 815-816

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3 12 NCAC 09C .0307 AGENCY RETENTION OF RECORDS OF CERTIFICATION

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

8 (1) Criminal Justice Officer with probationary certification:

- 9 (A) the officer's Personal History ~~Statement;~~ Statement (Form F-3), pursuant to 12 NCAC 09C
10 .0201;
- 11 (B) the officer's Medical History Statement and Medical Examination ~~Report;~~ Report (Form
12 F-1 and F-2), pursuant to 12 NCAC 09B .0104;
- 13 (C) documentation of the officer's drug screening ~~results;~~ results, pursuant to 12 NCAC 09C
14 .0310;
- 15 (D) the Commission's Mandated Background Investigation Form as completed by the agency's
16 ~~investigator;~~ investigator, (Form F-8), pursuant to 12 NCAC 09B .0102;
- 17 (E) a ~~written~~ summary of the officer's Qualifications Appraisal ~~Interview;~~ Interview, (Form F-
18 4), prepared by the agency's interviewers, pursuant to 12 NCAC 09C .0204. The Form F-
19 4 identifies the officer candidate interviewed, the position interviewed for, and the
20 interviewer(s)' comments regarding the applicant's appearance, manner, and bearing,
21 ability to present ideas, social adaptability, alertness and judgment, and interviewer(s)
22 recommendation for employment;
- 23 (F) ~~documentation of the officer's degrees obtained;~~ a copy of all certificates or diplomas
24 obtained, pursuant to 12 NCAC 09B .0106;
- 25 (G) ~~documentation~~ course listing(s) and completion date(s) of all criminal justice training
26 completed by the officer;
- 27 (H) the results of the officer's fingerprint record ~~check;~~ check, pursuant to 12 NCAC 09B .0103;
- 28 (I) a written summary of the officer's psychological examination ~~results;~~ results, pursuant to
29 12 NCAC 09B .0101(7);
- 30 (J) for the law enforcement officer, ~~documentation on a commission approved form~~ records
31 of all in-service training received by the officer, as set forth in 12 NCAC 09E .0103(3) and
32 .0110(5) that the officer has completed the minimum in-service training as required;
- 33 (K) certified copy of proof of age, citizenship, and educational requirements required in 12
34 NCAC 09B .0101;
- 35 (L) copy of Report of Appointment/Application for Certification ~~Form F-5A;~~ (Form F-5A),
36 pursuant to 12 NCAC 09C .0205;
- 37 (M) oath of ~~office;~~ office, pursuant to 12 NCAC 09C .0303;

- 1 (N) copy of firearms ~~qualification and~~ qualification (Form F-9A), pursuant to 12 NCAC 09E
2 .0106;
- 3 (O) once separated, a copy of the Affidavit of Separation. ~~[Separation; and]~~ Separation, Form
4 F-5B), pursuant to 12 NCAC 09C .0208; and
- 5 (P) a copy of the electronic response for the AOC-CR-280, Law Enforcement Application for
6 Verification of Expunction under G.S. ~~[15A-145.4, 15A-145.5, 15A-145.6, 15A-145.8A~~
7 ~~or 15A-146.]~~ 15A-151.

8 (2) Criminal Justice Officer with general certification:

- 9 (A) the officer's Medical History Statement and Medical Examination Report (Form F-1 and
10 F-2), pursuant to 12 NCAC 09B .0104;
- 11 (B) documentation of the officer's drug screening results, pursuant to 12 NCAC 09C .0310;
- 12 (C) a copy of all certificates or diplomas obtained, pursuant to 12 NCAC 09B .0106;
- 13 (D) course listing(s) and completion date(s) of all criminal justice training completed by the
14 officer;
- 15 (E) the results of the officer's fingerprint record check, pursuant to 12 NCAC 09B .0103;
- 16 (F) for the law enforcement officer, records of all in-service training received by the officer,
17 as set forth in 12 NCAC 09E .0103(3) and .0110(5) that the officer has completed the
18 minimum in-service training as required;
- 19 (G) certified copy of proof of age, citizenship, and educational requirements required in 12
20 NCAC 09B .0101;
- 21 (H) copy of Report of Appointment/Application for Certification (Form F-5A), pursuant to 12
22 NCAC 09C .0205;
- 23 (I) oath of office, pursuant to 12 NCAC 09C .0303;
- 24 (J) copy of firearms ~~and~~ qualification (Form F-9A), pursuant to 12 NCAC 09E .0106;
- 25 (K) once separated, a copy of the Affidavit of Separation. ~~Separation, Form F-5B),~~ pursuant to
26 12 NCAC 09C .0208; and
- 27 (L) a copy of the electronic response for the AOC-CR-280, Law Enforcement Application for
28 Verification of Expunction under G.S. 15A-151.
- 29 ~~[(A) the officer's Medical History Statement and Medical Examination Report;~~
- 30 ~~(B) documentation of the officer's drug screening results;~~
- 31 ~~(C) documentation of the officer's degrees obtained;~~
- 32 ~~(D) documentation of all criminal justice training completed by the officer;~~
- 33 ~~(E) the results of the officer's fingerprint record check;~~
- 34 ~~(F) for the law enforcement officer, documentation on a commission approved form as set~~
35 ~~forth in 12 NCAC 09E .0103(3) and .0110(5) that the officer has completed the minimum~~
36 ~~in service training as required;~~

- 1 ~~(G) — certified copy of proof of age, citizenship, and educational requirements required in 12~~
2 ~~NCAC 09B .0101;~~
3 ~~(H) — a copy of the Report of Appointment/Application for Certification Form F 5A;~~
4 ~~(I) — oath of office;~~
5 ~~(J) — copy of firearms qualification; and~~
6 ~~(K) — once separated, a copy of the Affidavit of Separation. Separation; and~~
7 ~~(L) — a copy of the electronic response for the AOC CR 280, Law Enforcement Application for~~
8 ~~Verification of Expunction under G.S. 15A 145.4, 15A 145.5, 15A 145.6, 15A 145.8A or~~
9 ~~15A 146.~~

10 (b) These records shall be maintained by the criminal justice agency in compliance with the North Carolina
11 Department of Natural and Cultural Retention and Disposition Schedule established pursuant to G.S. 121 and G.S.
12 132.

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14 *History Note:* *Authority G.S. 17C-2; 17C-6;*
15 *Eff. January 1, 1981;*
16 *Amended Eff. August 1, 1998; January 1, 1995; July 1, 1990; July 1, 1989; June 1, 1986;*
17 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 25,*
18 *2019;*
19 *Amended Eff. ~~August 1, 2019.~~ May 1, 2024*
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