

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;
- 10 (B) the officer's Medical History Statement and Medical Examination Report;
- 11 (C) documentation of the officer's drug screening results;
- 12 (D) the Commission's Mandated Background Investigation Form as completed by the agency's
13 investigator;
- 14 (E) a written summary of the officer's Qualifications Appraisal Interview;
- 15 (F) documentation of the officer's degrees obtained;
- 16 (G) documentation of all criminal justice training completed by the officer;
- 17 (H) the results of the officer's fingerprint record check;
- 18 (I) a written summary of the officer's psychological examination results;
- 19 (J) for the law enforcement officer, documentation on a commission-approved form as set
20 forth in 12 NCAC 09E .0103(3) and .0110(5) that the officer has completed the minimum
21 in-service training as required;
- 22 (K) certified copy of proof of age, citizenship, and educational requirements required in 12
23 NCAC 09B .0101;
- 24 (L) copy of Report of Appointment/Application for Certification Form F-5A;
- 25 (M) oath of office;
- 26 (N) copy of firearms qualification; ~~and~~
- 27 (O) once separated, a copy of the Affidavit of ~~Separation~~. Separation; and
- 28 (P) a copy of the electronic response for the AOC-CR-280, Law Enforcement Application for
29 Verification of Expunction under G.S. 15A-145.4, 15A-145.5, 15A-145.6, 15A-145.8A or
30 15A-146.

31 (2) Criminal Justice Officer with general certification:

- 32 (A) the officer's Medical History Statement and Medical Examination Report;
- 33 (B) documentation of the officer's drug screening results;
- 34 (C) documentation of the officer's degrees obtained;
- 35 (D) documentation of all criminal justice training completed by the officer;
- 36 (E) the results of the officer's fingerprint record check;

- 1 (F) for the law enforcement officer, documentation on a commission-approved form as set
- 2 forth in 12 NCAC 09E .0103(3) and .0110(5) that the officer has completed the minimum
- 3 in-service training as required;
- 4 (G) certified copy of proof of age, citizenship, and educational requirements required in 12
- 5 NCAC 09B .0101;
- 6 (H) a copy of the Report of Appointment/Application for Certification Form F-5A;
- 7 (I) oath of office;
- 8 (J) copy of firearms qualification; and
- 9 (K) ~~once separated, a copy of the Affidavit of Separation.~~ Separation; and
- 10 (L) a copy of the electronic response for the AOC-CR-280, Law Enforcement Application for
- 11 Verification of Expunction under G.S. 15A-145.4, 15A-145.5, 15A-145.6, 15A-145.8A or
- 12 15A-146.

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

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 16 *History Note:* Authority G.S. 17C-2; 17C-6;
 17 Eff. January 1, 1981;
 18 Amended Eff. August 1, 1998; January 1, 1995; July 1, 1990; July 1, 1989; June 1, 1986;
 19 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 25,
 20 2019;
 21 Amended Eff. ~~August 1, 2019.~~ May 1, 2024
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