

Rule 17 – Certification Records and Reporting Requirements

Effective November 15, 2024

- a) POST certificate holder reporting requirements
 - (I) Every POST certificate holder shall keep current the POST certificate holder's name, mailing address, email address, home telephone number, or cell phone number to the POST records management system.
 - (II) A POST certificate holder shall submit an update to POST within fifteen (15) days of a disqualifying incident.
 - (III) If a peace officer is exonerated pursuant to § 24-31-904, C.R.S., the peace officer shall submit an update to POST to effectuate reinstatement of a revocation of a certificate, pursuant to the process outlined in Rule 7.
 - (IV) Pursuant to § 18-8-805(4), C.R.S., if a peace officer witnesses another peace officer use or direct the use of ketamine on another person, the peace officer shall report such use within ten (10) days of the occurrence, including date, time, and place of the occurrence, identity, if known, of the participants; and a description of events.

- b) Law enforcement agency reporting requirements
 - (I) The law enforcement agency shall submit an update in the manner prescribed to POST within fifteen (15) days of:
 - (A) Appointment of a basic peace officer, provisional peace officer, or reserve peace officer as defined in section § 16-2.5-102, § 24-31-308 and § 16-2.5-110, C.R.S. submissions must include a physical and psychological examinations affirmation (Form 6).
 - (B) Separation of a certified peace officer from a law enforcement agency. Separation includes retirement of a certified police officer. An extension of fifteen (15) days may be granted by the director upon showing of good cause.
 - (C) Any new hire, appointment or transfer of an existing employee to a position that requires a POST certification.

- (D) Reporting any incident as required under Rule 32.
 - (E) A certificate holder employed by the law enforcement agency engaging in a disqualifying incident as described in Rule 1.
 - (F) A law enforcement agency must appoint and separate any non-POST certified VIN Inspectors to POST in accordance to (b)(I) of this Rule.
- (II) Each year, between November 1 and January 31 of the following year, each law enforcement agency shall verify the accuracy of the certified peace officers employed by with the law enforcement agency listed on the POST records management system by submitting the Rule 17 Form to POST. By submitting the form, each agency is certifying that the agency has confirmed all certified peace officers associated with their law enforcement agency have no disqualifying incidents that would prevent the individual from being a certified peace officer in Colorado, and that each certified peace officer has a current driver's license or state-issued identification card.
- (A) Submissions not received by January 31st may be subject to fines or other administrative sanctions.
- (III) A law enforcement agency is required to provide accurate data for the POST records management system and Peace Officer Database.
- (IV) Failure to adhere to the requirements of this Rule 17 may subject individual certificate holders and law enforcement agencies to fines or other administrative sanctions as determined in accordance with Rule 31.