

## **Rule 17 – Certification Records and Reporting Requirements**

*Effective November 1, 2022*

- 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 the post records management system 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 the POST records management system to effectuate reinstatement of a revocation of a certificate, pursuant to the process outlined in Rule 7.
  - (IV) Pursuant to section 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 to the post records management system 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. submission of physical and psychological examinations affirmation (Form 6).
    - (B) When any person is appointed or separated as a certified peace officer the 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) A resignation or retirement of a peace officer while under investigation by the employing law enforcement agency, a district attorney, or the attorney general.
  - (E) Resignation or retirement following an incident that leads to the opening of an investigation within six months following the certificate holder's resignation or retirement.
  - (F) A criminal investigation or filing for a crime that could result in a revocation or suspension of an employee's certificate pursuant to §§ 24-31-305 or 24-31-904, C.R.S. so long as the update is unlikely to disrupt or impede the criminal investigation.
  - (G) A completed internal investigation finding that a peace officer used unlawful physical force, failed to intervene or violated section 18-1-707, C.R.S. or threatened to use unlawful physical force.
  - (H) An internal investigation finding that a peace officer violated section 18-8-805(1), (2)(a)(I), or (5), C.R.S. related to the use of ketamine.
  - (I) A certificate holder employed by the law enforcement agency engaging in a disqualifying incident as described in Rule 1.
- (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.
- (III) A law enforcement agency is required to provide accurate data for the POST records management system.
- (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.