

**1009. PERSONNEL ACTION REPORTS**

- (1) All law enforcement units shall furnish to the Commission a completed initial Employment Report, Form F-1, within ten (10) days after employment or appointment.
- (2) When an officer is promoted or demoted, it shall be reported to the Commission on the Personnel Change-in-Status Report, Form F-4, within ten (10) days of the action.
- (3) When an officer retires, resigns, is discharged, separates from, or otherwise terminates employment from a position or changes name, the department shall forward to the Commission within ten (10) days appropriate information on the Commission Personnel Change-in-Status Report, Form F-4, following separation from employment for any reason.
- (4) When an officer changes his or her employment, an F-4 shall be submitted terminating that employment.  
An F-4 shall be submitted within ten (10) days following employment change from one classification to another.