



JEFF JACKSON  
ATTORNEY GENERAL

N.C. DEPARTMENT OF JUSTICE  
SHERIFFS' STANDARDS DIVISION  
OFFICER CHARGES AND ORDERS REPORT FORM



WILLIAM MITCHELL  
DIRECTOR

Email Completed Forms to:  
SheriffsNotifications@ncdoj.gov

***PLEASE READ CAREFULLY***

*Certified Officers and Applicants must notify the Sheriffs' Standards Division of all criminal offenses involving a **charge, arrest, plea of no contest, or a finding of guilt.** This includes traffic offenses that are identified in the **Class B Misdemeanor Manual** and offenses of **driving while impaired.** For the purposes of notification **ALL** charges shall be included, both in-state and out-of-state. Certified Officers and Applicants must also notify the Sheriffs' Standards Division of any served **Domestic Violence Protective Order (G.S.50B)** or **Civil No Contact Order (G.S. 50C)**, including *Ex Parte* orders. North Carolina Administrative Code requires an initial notification within **FIVE DAYS** from the date of charge and/or service and a second notification when the matter reaches a final disposition.*

*The Officer or Applicant has the responsibility to make the required notifications; however, the notification is sufficient whether submitted by the officer/applicant or the agency head. Please refer to relevant administrative rules for notice requirements. 12 NCAC 10B .0301 Justice Officers.*

**Justice Officer/Applicant Information**

Full Name	Contact Number	
Date of Birth	ACADIS ID #	E-mail Address
Employing Agency		
Justice Officer Current Certification(s)	DEPUTY SHERIFF	DETENTION OFFICER
Certified	Applicant	TELECOMMUNICATOR

**Initial Notification**

Court Issuing charge(s) and/or order(s) (COUNTY AND STATE)

Date of arrest, charge(s) or service of order(s)

Charges Filed and/or Order(s) Issued and Served

A copy of all documents related to the above listed charge(s), arrest(s) and/or order(s) is attached

Agency Head has been Notified      Date and Time of Notification

**Final Disposition Notification**

Date of Final Disposition

Describe the Final Disposition

Certified Copies of all documents indicating the Final Disposition are attached

Agency Head has been Notified      Date and Time of Notification

**Attestation**

Printed Name

Date

Signature

Officer/Applicant

Agency Head