

Officer Certifications

Officer Certifications

Purpose and when to use this record

Track an officer's certification type, effective dates, expiration, and renewal status.

At a glance

- **Identify it by:** **Certification Name, Certification Number, Issued Date, Expiration Date,** and **Status.**
- **Check its business context:** **Officer.**
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on officer certifications. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Have valid **Officer** records ready first. Those selections determine where this Officer Certification belongs and which later screens can find it.

Create an Officer Certification

The Officer Certifications create screen in the Brisk documentation demo.

Create an Officer Certification only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Officer**.
2. Enter the required identifying and operational values: **Officer**, and **Certification Name**.
3. Review **Status** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Officer Certification, then confirm **Certification Name**, **Certification Number**, **Issued Date**, **Expiration Date**, and **Status** on its detail page before continuing.

After saving: Verify **Status**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Delete an Officer Certification

Delete this Officer Certification only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

On the confirmation page, verify **Certification Name**, **Certification Number**, **Issued Date**, **Expiration Date**, and **Status**. After confirmation, return to the Officer Certifications list and make sure only the intended Officer Certification was removed.

Review Officer Certification details

Use the detail page as the shared record of what this Officer Certification currently means. Verify **Issued Date**, **Expiration Date**, and **Status** before relying on it for a decision.

Follow **Officer** to determine whether the issue is on this Officer Certification or on one of those linked records.

Next check: Verify **Status**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

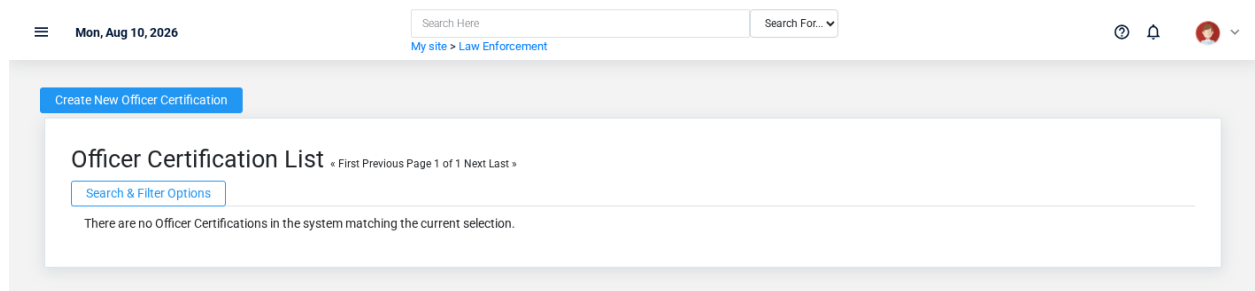
Edit an existing Officer Certification

Edit this Officer Certification to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Officer** with the supporting document or approved request.
2. Recheck **Issued Date**, **Expiration Date**, and **Status**. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.
3. Save the change, return to the list, and confirm that the Officer Certification now appears under the expected **Status**.

After the change: Verify **Status**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Find and review officer certifications



The Officer Certifications list screen in the Brisk documentation demo.

Use the Officer Certifications list to find the correct record before opening or changing it. Compare **Certification Name**, **Certification Number**, **Issued Date**, **Expiration Date**, and **Status**. Records with similar names or numbers can still belong to different **Officer**.

- The initial order emphasizes **Expiration Date**, **Badge/Unit Number**, and **Certification Name**. Select a column heading when you need a different comparison.

Open the Officer Certification whose **Certification Name**, **Certification Number**, **Issued Date**, **Expiration Date**, and **Status** match the task. If it is missing, clear the list filters and recheck **Status** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 9 user-relevant fields for this Officer Certification, including 1 linked-record selection and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Officer	Yes	The officer associated with this officer certification.
Certification Name	Yes	The certification name recorded for this officer certification.
Issuing Agency	No	The issuing agency recorded for this officer certification.
Certification Number	No	The certification number recorded for this officer certification.
Issued Date	No	Date recorded for issued date on this officer certification.
Expiration Date	No	Date recorded for expiration date on this officer certification.
Training Hours	No	The training hours value recorded for this officer certification.
Status	No	Current status of this officer certification. Available values: Active, Expired, Pending, Revoked.
Notes	No	Additional internal notes about this officer certification.

What happens next

Verify **Status**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Officer**, and **Certification Name** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Status**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.

- **The values look right but the result is wrong:** Open **Officer** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.
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