Agency Audit Checklist Rev. 7.25.13

**Agency:** _____

**Officer Name:** _____

**Date:** _____

**DAP:** _____

**CERTIFICATION TYPE**:

☐ Gen. ☐ Prob. ☐ GF

**STATUS:**

☐ Initial Employment ☐ Lateral employment 12 NCAC 09C .0306 eff. '81
(Less than 12 month break in service)

☐ Res. ☐ Full

☐ MINIMUM AGE OF 20 REQUIRED (12 NCAC 09B .0101 (2)) EFF. 1981 (Birth Cert.)** **This is a minimum requirement for certification of all officers and must be documented in the Attachment 1 section of the Form F-8 and verified by the investigator on Page 3 of the Form F-8.**

☐ PROOF OF EDUCATION (IF GED, NEED CERTIFIED RESULTS) **(Diploma/GED) ALL09C .0307 (6)**

☐ PROOF OF CITIZENSHIP (BIRTH OR NATURALIZATION CERT) EFF '81 12 NCAC 09B .0101(1) (Birth Cert) **This is a minimum requirement for certification of all officers and must be documented in the Attachment 1 section of the Form F-8 and verified by the investigator on Page 3 of the Form F8.**

☐ RESULTS OF FP RECORD CHECK (MUST RETAIN REGARDLESS OF DISPOSITION) EFF '81; **12 NCAC09C .0307(8) (Look for paper result)** **ALL**

☐ MEDICAL HISTORY STATEMENT (F-1 LE) (1 YEAR PRIOR TO EMPLOYMENT) Form rev 02/10**EFFECTIVE 4/1/1985; **12 NCAC 09C .0307(2)(Must be signed)** **ALL**

☐ MEDICAL EXAMINATION REPORT (F2LE) (1 YEAR PRIOR TO EMPLOYMENT) Form rev 11/08**EFFECTIVE 4/1/1985; Signed by a licensed physician; **12 NCAC 09C .0307(2) (Must be signed)** **ALL**

☐ PERSONAL HISTORY STATEMENT (F3) (1 YEAR PRIOR TO EMPLOYMENT) (COMPLETED/SIGNED) Form rev 02/08; **EFF '81**; 12 **NCAC09C.0307 (1)** **ALL**

☐ (QUALIFICATIONS) APPRAISAL INTERVIEW (F-4) (1 YEAR PRIOR TO EMPLOYMENT OR AGENCY ALTERNATIVE) Form rev 08/00; EFF 1981; **THIS FORM IS NOT REQUIRED HOWEVER WRITTEN SUMMARY OF QUALIFICATIONS MUST BE IN FILE; 12 NCAC 09C .0307(5) MUST BE INTERVIEWED BY DEPT. HEAD OR REPRESENTATIVE** **ALL**

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☐ MANDATED BACKGROUND INVESTIGATION (F8) (1 YEAR PRIOR TO EMPLOYMENT) (SIGNED BY INVESTIGATOR) Form rev 4/98; EFF. 1981; **12 NCAC 09C .0307(4) and 12 NCAC 09B .0102 (C) "**THE INVESTIGATOR SHALL DOCUMENT THE RESULTS…IN THE REPORT OF INVESTIGATION." **ALL**

☐ FIREARMS QUALIFICATION (F-9A) (1 YEAR PRIOR TO DAP); EFF. 1981; Form rev 2/07 **Lateral may use prior agency if less than one year and use same type of weapon; Form F-9A and 09E .0104(3). The Form F-9A requires that a copy of this form must be maintained in each officer's personnel file and must be available for inspection by a Commission Staff member. SITUATIONAL**

☐ DRUG SCREENING RESULTS (WITHIN 60 DAYS PRIOR TO DATE OF HIRE) (CALCULATED FROM DATE LAB REPORTS RESULTS AND DATE OF HIRE) EFF. 7/1/90 **ALL** **12 NCAC 09C .0307 (3)**

☐ PSYCHOLOGICAL EXAM RESULTS (1 YEAR PRIOR TO EMPLOYMENT) (WRITTEN SUMMARY) (EFF. 1/1/95) 12 **NCAC 09C .0307(9)** **ALL**

☐ CERTIFICATION (OFFICIAL NOTIFICATION OF PROBATIONARY OR GENERAL MUST BE IN FILE) EFF. 1981; **12 NCAC 09C .0307**

## THIS MAY OR MAY NOT BE PRESENT IN THE FILE (PER CODE)

☐ (REPORT) OF APPOINTMENT (F-5A LE) (VERIFY CHARGES LISTED AGAINST F-3) (Form rev 5/09) **Eff. 1981**; PER **F-5A IS REQUIRED IN FILE BUT NOT REQUIRED IN THE CODE**

## 2009 MIST

☐ Firearms Training and Qualification (4)
☐ Legal Update (4)
☐ JMST: In the "Real World" (2)
☐ Career Survival: Training & Standards Issues (2)
☐ Domestic Violence (2)
☐ Drug Diversion for Patrol Officers (2)
☐ Department Topic of Choice (8)
NCJA Topics:
- ☐ Bicycle/Pedestrian Safety (2)
- ☐ Law Enforcement Driver Training (Classroom only) (4)
- ☐ Law Enforcement Driver Training (Practical only) (4)
- ☐ Drug Diversion for Investigators (2)
- ☐ Fraudulent Documents (2)

☐ Other Topic of Choice as prescribed in the Frequently Asked Questions

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**2010 MIST**

- ☐ Firearms Training and Qualification (4)
- ☐ Legal Update (4)
- ☐ JMST: Race Matters (2)
- ☐ Career Survival: Positive Ways to be Successful (4)
- ☐ Department Topic of Choice (10)
  NCJA Topics:
  - ☐ Mental Illness- Suicide by Cop and Force options (2)
  - ☐ Civil Liability (2)
  - ☐ SCAT/Ground Fighting (4)
  - ☐ Emotional Intelligence: Effective Communications (4)
- ☐ Other Topic of Choice as prescribed in the Frequently Asked Questions

**2011 MIST**

- ☐ Firearms Training and Qualification (4)
- ☐ Legal Update (4)
- ☐ JMST: Interactions, Communications, and Understanding (2)
- ☐ Career Survival: Leadership and Mentoring (4)
- ☐ Domestic Violence: Lesbian, Gay, Bi-Sexual and Transgender (LGBT) Relationships (2)
- ☐ Department Topic of Choice (8)
  NCJA Topics:
  - ☐ JMST: The System and Options (2)
  - ☐ Courtroom Testimony (4)
  - ☐ Active Shooter: Practical Refresher (4)
  - ☐ Human Trafficking (4)
  - ☐ Dealing with the Older Driver (4)
  - ☐ Arrest, Search and Seizure (2)

**2012 MIST**

- ☐ Legal Update-(4) hrs
- ☐ JMST: Interaction Skills in Building Rapport (2) hrs
- ☐ Career Survival: Social Networking and Digital Communications (4) hrs
- ☐ Firearms (4) hrs
- ☐ Awareness of Issues Surrounding Returning Military Personnel (2) hrs
- ☐ Departmental Topic of Choice (8) hrs
  - ☐ Traffic Interdiction (4) hrs
  - ☐ Introduction to Search and Rescue (2) hrs
  - ☐ Dealing With Epilepsy, Diabetes, Autism, and Alzheimer's (2) hrs
  - ☐ Surviving the Use of Force Incident (2) hrs
  - ☐ The Public Image and Expectations (2) hrs

**2013 MIST**

- ☐ Domestic Violence: The Children Are Watching (2) credits
- ☐ Firearms (4) credits
- ☐ JMST: Don't Press Send (2) credits
- ☐ Legal Update (4) credits
- ☐ Department Topic of Choice (12) credits
  - ☐ Blood borne Pathogens (2) credits
  - ☐ Hazardous Materials (2) credits
  - ☐ Law Enforcement Intelligence Update (4) credits
  - ☐ Operating in Low Light Conditions (2) credits
  - ☐ Responding to Individuals with Mental Illness (2) credits
  - ☐ Officer Readiness: Below 100 Training (4) credits

**CJ Standards Staff: Please check boxes for the section(s) which you have reviewed.**

**File in Compliance:** ☐ **Yes** ☐ **No**

**Follow-up Required:** ☐ **Yes** ☐ **No**

Comments: