



Agency Audit Checklist

Rev. 4.15

Agency: _____

Officer Name: _____

Date: _____

DAP: _____

CERTIFICATION TYPE:

Gen. Prob. GF

STATUS:

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

Reserve Full-Time

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

REQUIRED TO BE PRESENT IN THE FILE (PER CODE)

CERTIFICATION (OFFICIAL NOTIFICATION OF PROBATIONARY OR GENERAL MUST BE IN FILE)
EFF. 1981; 12 NCAC 09C .0307 and 12 NCAC 09C .0306 (All Officers)

OATH OF OFFICE; N.C. Gen. Stat. § 11-7 and 12 NCAC 09C.0303 (All Officers)

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.**
(Initial Hiring Agency)

PROOF OF EDUCATION (IF GED, NEED CERTIFIED RESULTS; IF PRIVATE/HOME SCHOOL, NEED STATE ACCREDITATION DOCUMENTATION) (Diploma/GED) 09C .0307 (6)
(Initial Hiring Agency)

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.**
(Initial Hiring Agency)

RESULTS OF FP RECORD CHECK (MUST RETAIN REGARDLESS OF DISPOSITION)
EFF '81; 12 NCAC09C .0307(8) and 12 NCAC 09C .0306 (Look for paper result) (All Officers)



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- MEDICAL HISTORY STATEMENT (F-1 LE) (1 YEAR PRIOR TO EMPLOYMENT) Form rev 02/10**EFFECTIVE 4/1/1985; **12 NCAC 09C .0307(2) and 12 NCAC 09C .0306 (Must be signed)**
(All Officers)

- 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) and 12 NCAC 09C .0306 (Must be signed)**
(All Officers)

- 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
12 NCAC 09C .0307 (3) and 12 NCAC 09C .0306
(All Officers)

- PSYCHOLOGICAL EXAM RESULTS (1 YEAR PRIOR TO EMPLOYMENT) (WRITTEN SUMMARY) (EFF. 1/1/95) **12 NCAC 09C .0307(9)**
(Initial Hiring Agency)

- PERSONAL HISTORY STATEMENT (F3) (1 YEAR PRIOR TO EMPLOYMENT) (COMPLETED/SIGNED/NOTARIZED) Form rev 02/08; **EFF '81; 12 NCAC 09C.0307(1)**
(Initial Hiring Agency)

- (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**
(Initial Hiring Agency)

- 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."**
(Initial Hiring Agency)

- 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.
12 NCAC 09C .0306
(All Officers)



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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
 - Bloodborne 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

2014 MIST

- Legal Update (4) credits
- Firearms (6) credits
- JMST: A Juvenile – Now What? (2) credits
- Officer Safety – The First 5 Minutes (4) credits
- Department Topic of Choice (8) credits
 - Bloodborne Pathogens
 - Hazardous Materials
 - Law Enforcement Intelligence Update (2) credits
 - Fundamentals of Evidence Collection (4) credits
 - Officer Safety: Responding to Crimes Off-Duty (2) credits
 - Recognizing the Signs; Pre-Assaultive and Deceptive Behavior (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: