



Agency Audit Checklist

Rev. 01.18

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 HIGH SCHOOL EQUIVALENCY, NEED CERTIFIED RESULTS; IF PRIVATE/HOME SCHOOL, NEED STATE ACCREDITATION DOCUMENTATION) (H.S. Diploma/GED/College Degree) 09B .0111 (2); 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.
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- 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)*

- 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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2018 MIST

- Firearms Training and Qualification (4 credits)
- Legal Update (4 credits)
- Strategies to Improve Law Enforcement Interactions and Relationships with Minority Youth (2 credits)
- Equality in Policing (4 credits)
- Communication Skills with Persons in Crisis: De-escalation Techniques (4 credits)
- Department Topics of Choice (4 credits)

NCJA Topics:

- Law Enforcement Intelligence Update (2 Credits)
- Leadership Through Community Partnership (2 Credits)
- Officer Safety: Surviving Planned Attacks Against Law Enforcement Officers (4 Credits)

2017 MIST

- Firearms Training and Qualification (6) credits
- Legal Update (4) credits
- Positively Impacting Today's Youth (2)
- Domestic Violence: Protecting Victims of Domestic Violence (4) credits
- Improving Decision-Making Skills (4) credits
- Department Topics of Choice (4) credits

NCJA Topics:

- Law Enforcement Intelligence Update (2) credits
- Protecting Our Officers: Suicide Prevention for Law Enforcement (2) credits
- Narcotics Identification for Patrol Officers (2) credits



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2016 MIST

- Firearms Training and Qualification (6) credits
- Legal Update (4) credits
- JMST: The Color of Justice (2) credits
- Human Trafficking Awareness (2) credits
- N.C. Firearms Laws: Citizens and Guns (2) credits

NCJA Topics:

- Law Enforcement Intelligence Update (4) credits
- Body-Worn Cameras/Video Evidence (2) credits
- Recovery of Mobile Devices and Preservation of Electronic Evidence (2) credits
- Leadership: Modeling Appropriate Behavior (2) credits

2015 MIST

- Legal Update (4) credits
- Firearms (6) credits
- JMST: A Juvenile – What Does It Have To Do With Me? (2) credits
- Domestic Violence – Teen Dating Violence (2) credits
- Department Topic of Choice (10) credits
 - Officer Safety: Use of Force Overview (4) credits
 - Public Safety: Storm Spotting (2) credits
 - Law Enforcement Intelligence Update (2) credits
 - Missing and Abducted Children (2) credits
 - Emotional Survival (2) credits
 - Active Shooter Overview (2) 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: