



Agency Audit Checklist – Company Police

08/2016

Agency: _____

Date: _____

Conducted by: _____

AGENCY FILES

- _____ Agency certification [12 NCAC 02I .0203(b)]
- _____ Copy of the agency’s insurance policy, or if self-insured, the certificate of self-insurance [12 NCAC 02I .0203(a)(4) & 12 NCAC 02I .0210] & [GS 74E-3]
- _____ Articles of incorporation or other agency originating documentation, including proof of compliance/current good standing with the NC Secretary of State [12 NCAC 02I .0203(a)(4)]
- _____ Current copy of agency’s *Report of Employing Businesses & Institutions* (CP-103) [12 NCAC 02I .0203(7)]
- _____ Written contracts with each employer, as specified on the CP-103 [12 NCAC 02I .0203(7)]

NOTES:



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BADGES [12 NCAC 02I .0306(a)]

___ Agency name

___ Agency classification: (Company Police- Campus Police- Special Police- Railroad Police)

UNIFORMS [12 NCAC 02I .0306(b)]

Patch ___ Agency name

___ Agency classification

If agency also employs security/non-commissioned personnel, is uniform
a different color: _____ Police _____ Security

VEHICLES [12 NCAC 02I .0306(c)]

___ Agency name

___ Agency classification

___ Agency classification of uniform size with other writing

In compliance: _____ **YES** _____ **NO**

Follow-up required: _____ **YES** _____ **NO**



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Officer Name: _____

Date: _____

DAP: _____

CERTIFICATION TYPE:

_____ **Gen.** _____ **Prob.** _____ **GF**

STATUS:

_____ **Initial Employment** _____ **Lateral Employment**

_____ **Reserve** _____ **Full-Time**

OFFICER PERSONNEL FILE [12 NCAC 02I .0501]:

- _____ (1) Copy of Commission certificate;
- _____ (2) Copy of Probationary or general certification;
- _____ (3) Copy of Oath of office;
- _____ (4) Copy of Annual Firearms qualification (annual F-9A forms);
- _____ (5) Copy of Annual state mandated in-service verification (ex: certificates, transcripts, etc.);
- _____ (6) Copy of Notice of appointment (form F-5A); and
- _____ (7) Notice of separation (form F-5B).

COMMENTS:



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2016 MIST

___Firearms Training and Qualification (6)

___Legal Update (4)

___JMST- The Color of Justice (2)

___Human Trafficking Awareness (2)

___N.C. Firearms Laws: Citizens and Guns (2)

NCJA Topics:

___Body-Worn Cameras/Video Evidence (2)

___Recovery of Mobile Devices and Preservation of Electronic Evidence (2)

___Law Enforcement Intelligent Update (4)

___Leadership: Modeling Appropriate Behavior (2)

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: