



Agency Audit Checklist – Campus Police

09/2016

Agency: _____

Date: _____

Conducted by: _____

AGENCY FILES

- _____ Agency certification [12 NCAC 0J .0202(1)]
- _____ Copy of the agency’s insurance policy, or if self-insured, the certificate of self-insurance [12 NCAC 02J .0202(a)(4) & 12 NCAC 02J .0207] & [GS 74G-3]
- _____ Articles of incorporation or other agency originating documentation, including proof of compliance/current good standing with the NC Secretary of State [12 NCAC 02J .0202(2)]
- _____ Current copy of agency’s *Report of Employing Businesses & Institutions* (CP-103) [12 NCAC 02J .0202(7)]
- _____ Written contracts with each employer, as specified on the CP-103 [12 NCAC 02J]
- _____ Campus Police Agency Records – Maintaining emergency phone calls [74G-5.1(i)]
Note: Campus police agencies shall not be required to maintain any recordings of emergency telephone call for more than 30 days from the time of the call, unless a court of competent jurisdiction orders a port seal (2013-91, s. 2)

NOTES:



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BADGES [12 NCAC 02J .0304(1) & GS 74G-7]

___ Agency name

___ Agency classification: (Campus Police)

UNIFORMS [12 NCAC 02J .0304(2) & GS 74G-7]

Patch ___ Agency name

___ Agency classification

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

Note: When wearing civilian attire, the campus police officer shall comply with 12 NCAC 2J .304(1)

VEHICLES [12 NCAC 02J .0304(3) & GS 74G-7]

___ 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 Below items are recommended but are not mandatory:

- _____ (1) Copy of Commission certificate;
- _____ (2) Copy of Probationary or general certification;
- _____ (3) Copy of Oath of office;
- _____ (4) Copy of Notice of appointment (form F-5A); and
- _____ (5) 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



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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: