



**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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**08/2016**

**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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## Agency Audit Checklist – Company Police

08/2016

### 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: