Law Enforcement Application Guidelines

Submitting Documents to CJ Standards Division

What information do I email to NCLEO@ncdoj.gov?	• New hire and lateral applications for employment, containing F-5A, F-5D and supporting documents. • Report separation F-5B. • Signed and notarized law enforcement certificates. • Notice of officer/applicant criminal charges.
How many documents do I send when submitting a hiring packet?	• A hiring packet must be one PDF document of all hiring paperwork per application. • If submitting multiple applications at a time, submit each application packet as a single PDF file that contains all required paperwork. • If submitting an agency in-house BLET group, submit a class roster to include intended graduation date.
What do I label my hiring packets when sending to CJ Standards Division?	• Each PDF hiring packet and email subject should be labeled in the following manner: • Last Name, First, Middle – Agency Name – Type of Document • Examples – Smith, Joseph A – Raleigh PD – Application Hernandez, Miguel X – Cary PD – Status change McIntyre, Rachel R – Apex PD – Separation F5B Jenkins, Kenny T – Wake Forest PD – F-5D Lateral
What do I label my hiring packets when sending *multiple applications* to CJ Standards Division?	• Emails should be titled in the following manner: • Agency Name – Document Type – Number of applications Example: Raleigh PD – Applications – 25 total
When do I call CJ Standards Division staff?	• Phone calls are time consuming and slow progress in evaluating applications across the state, please attempt to email questions or inquiries first. • If needed, please call CJ Standards Division front desk at 919-661-5980.
How long will it take to certify an officer for my agency?	• CJ Standards Division staff works diligently to certify officers as quickly as possible. Certification time varies with staffing, application volume, external training, and other Commission required procedures. Please be patient as we will reach out to you when the application(s) is being reviewed. If the submitting agency has not received contact in 5 business days, you may email staff to verify status.
What is the one-year deadline for an officer to be certified before their eligibility expires?	• CJ Standards Division must receive the hiring packet within one year of the most recent date of separation or the date the applicant passed the State Final Exam.

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Can I submit a hiring packet prior to the applicant taking the state exam?	• Yes, an agency may submit an application for a person within 30 days of the state BLET exam. On the F- 5A, list the date of hire as "Upon Certification".
Where do I find the most current forms required by CJ Standards Division?	• The NC Department of Justice operates a detailed web page and online presence at www.ncdoj.gov. Current forms can be found in the "Forms & Publications" section. • Forms are also located within the Document Library in Acadis. • We recommend you never save CJ documents on a local computer as the documents are subject to change. Staff is unable to accept out-of-date forms and these forms will be rejected. • Accessing the forms page of NCDOJ.GOV will ensure only up to date documents are used.

What is needed and in what order do I submit the hiring paperwork to CJ Standards Division?	• F-5A Probationary / General / F5D - Lateral
	• SBI Fingerprint Return (include attachments from a hit)
	• F-9A of hiring agency (both sides)
	• AOC-CR-280 (include attachments from an expungement)
	• Authorization to Release Information
	• Additional as required.
	  ◦ See below sections if applicant is a lateral or has prior criminal charges.
	  ◦ Do not attach additional documents unless specifically required.

What name needs to be listed on the F-5A?	• An applicant's full legal name must be listed on **all** hiring paperwork. This includes: first, middle, and last name, to include any suffix. • This may not be the name listed on their Social Security Card if it is different from their birth certificate. The birth certificate should be the primary document used to establish their name, supplemented by court documents for a marriage or name change or US government paperwork.
When do I use an F-5A Probationary?	• Has taken BLET and passed the state exam in North Carolina in the past 12 months; or • Is an out-of-state transfer, federal transfers, or military transfer.
When do I use an F-5A General?	• In-State lateral transfers with over 1 year break in service and have obtained their General Certification; or • Acquired new charges which must be investigated prior to certification; or • Has a questionable separation from the prior agency which must be investigated prior to certification
When must the F1, F2, F3, and F8 be completed?	• The F1, F2, F3, and F8 are part of an applicant's hiring packet. Each must be completed in their entirety before the hiring packet is submitted to CJ Standards Division. NOTE: The new medical forms are required effective 7/1/2026. • All Division forms shall be completed but only submitted to CJ Standards Division staff upon request. These forms are required to be kept in agency personnel records for auditing purposes even if they are not requested during application. *Please complete the F1 prior to the medical examination appointment and bring all required paperwork with you. For specifics on this – contact your preferred medical provider.

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On the Medical form F-2, what is required if a box other than "Meets Standards – Cleared" is checked?	• If "Does Not Meet Standards – Further Evaluation Required" is checked, the applicant is currently ineligible for certification. However, further evaluation may be pursued. Eligibility may be reconsidered if a new medical evaluation is completed or if a Medical Examination Report Addendum leads to a "Meets Standards – Cleared" determination. • If "Does Not Meet Standards - Disqualified" is checked, the applicant may still be eligible for certification.
When do I need to provide additional documentation of high school completion or equivalency?	• If the applicant attended a private school, home school, or earned an equivalency diploma. • Hiring packet must include applicant's certified transcript and documentation of accreditation or State registry during years applicant attended.
When is a psychological exam required?	• A psychological exam is only required when submitting an application for ***initial*** employment in North Carolina, and/or applicants have never had a psychological exam (Sheriff transfers certified typically prior to 2022.) *Please bring all required paperwork with you to the appointment, for specifics on this – contact your preferred medical provider.
Where and when can an applicant receive a drug test?	• Drug tests must be performed at a certified Health and Human Service lab. • Test results must be dated within 90 days of employment, or prior to submission to CJ Standards Division. • A list of approved Health and Human Services labs can be found here (approved list is updated monthly): https://www.samhsa.gov/workplace/drug-testing-resources/certified-lab-list
What format must an applicant's name be listed on SBI fingerprint return letter?	• Response from SBI must include applicant's full first name, middle name, last name, suffix, and date of birth. • This should be the **exact same full name** as listed on the F-5A. • SBI fingerprint return must be dated within one year of submission to CJ Standards Division.
What format must applicant's name appear on AOC CR-280?	• Response from AOC staff must include applicant's full name, middle name, last name, suffix, address, date of birth, SSN and DL number. • Any former names must be listed in "Previous Names" box on page 1. If necessary, submit additional forms to AOC to document all former names. • AOC CR 280 must be dated within one year of submission to CJ Standards Division.
What sections must be completed on the F-9A?	• In Section I, check box "Certified by: Criminal Justice…." when the hiring agency is a municipal or state agency. The Sheriff's Standards box should only be used when applying to a Sheriff's Office. • Probationary and general applicants are required to successfully pass the qualification section, prior to submission of packet to CJ Standards Division. • If not completed at the time of hiring, classroom courses must be completed within the calendar year to comply with in-service.

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Documenting Prior Charges

When do I have to document an applicant's prior charges on F-5A?	• If an applicant has been *charged* with a felony or any misdemeanor, the applicant must check the "yes" box in section I on page 2 of F-5A. • If an applicant has had any charges expunged, by request or automatically, the applicant must check the "yes" box in section II on page 2 of F-5A • ALL prior charges, excluding minor traffic, must be included on the F-5A. *Minor traffic violations do not need to be claimed on an F-5A. However, Class B misdemeanors that result from a traffic offense must be indicated. It is the agency's responsibility to determine what qualifies in most current Class B Misdemeanor Manual. *Note: CJ Standards Division staff will evaluate the date of each charge and evaluate any historic changes to the Class B Manual.*
If I checked 'Yes' to being charged with a criminal offense on F- 5A, what else do I need to include?	• Complete F3 Personal History Statement • Notarized statement from applicant describing the circumstances of all charges. • Certified court documents of all charges received **out of state**. • Must include official seal or stamp from the issuing court.
Do I need to provide certified court documents of charges received in North Carolina?	• No, unless requested by CJ Standards Division staff.
Do I need to indicate old charges on my application?	• Yes. All prior charges, excluding minor traffic, must be included in the above documentation. • It is the agency's responsibility to determine what qualifies in most current Class B Misdemeanor Manual.
What charges must be investigated by CJ Standards Division?	• Any Felony. • Any Class B misdemeanor committed within the past five (5) years. • Any Class B misdemeanor committed while employed in a certified position or by a person who has received a conditional offer of employment. • A combination of four (4) or more Class A and Class B misdemeanors. There is no time limit when considering this 'combination' rule. • Four or more crimes or unlawful acts defined as "Class A misdemeanors" except the applicant may be certified if the last conviction occurred more than two years prior to the date of certification.
What happens if an applicant needs to be investigated for prior criminal charges?	• Application will be forwarded to a CJ Standards Division Investigator. Additional processing time will be needed. If charges go to the Probable Cause Committee, this could be from six months to one year.

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Lateral Transfers

Is a psychological exam required for an officer who already has a probationary or general certification in North Carolina?	• If they are transferring from an agency under CJ Standards Division, it is not required that they have another psychological, but it's strongly recommended. • If they are transferring from the Sheriff's Standards Division, they are required to supply proof of a psychological evaluation or be required to take one.

If an applicant is applying to a Police Department after working with a Sheriff's Office, what additional documentation is required?	• Verification with the Sheriff's Office or Sheriff Standards that applicant was certified during employment.
	• A complete F-5A hiring packet or if qualified, an F-5D packet w/ supporting documents.
	• Documentation of prior year's mandatory in-service training, including firearms. Documentation must be a certificate of completion, in-service roster with instructor signature, or completion through ACADIS training portal.
	  • In-service must include 4 hours of firearms training including classroom, decision making, and qualification per year.
	  • Additional 20 hours of non-repetitive in-service per year.
	  • If an officer is using "chief's choice" or "sheriff's choice" in-service course, a letter from agency head or training director must be included indicating those in-service hours were selected.

What is required if an officer has been separated from their previous agency for less than one year?	A reduced hiring packet may be submitted if an officer has earned a general or probationary certificate and been separated for less than one year according to 12 NCAC 09C .0306 (a). The hiring packet shall include:
	• F-5D - Application for Lateral Certification
	• Verification of applicant's certification with Criminal Justice or Sheriff's Standards.
	• Provide proof that the officer has had a psychological screening
	• Reviewed the following documents of the applicant maintained by or on behalf of any North Carolina law enforcement agency where the applicant was employed for <u>any part of the five-year period preceding the current application</u> to include:
	  a) The personnel file including confidential information as defined in GS 153A-98, 160A-168, and 126-24;
	  b) F-5B;
	  c) F-8;
	  d) Internal investigations
	• New SBI fingerprint return.
	• AOC CR-280 form – completed by AOC staff.
	• CJ Authorization for Release of Information
	• Complete agency's full firearms in-service.

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What is required if an officer is seeking dual certification?	• A hiring packet with completed F-5A (Probationary), F-5A (General), F-5D (Lateral) with all required documents listed above, according to 12 NCAC 09C .0306 (a) & (b).
How are documents submitted for an out-of-state, federal, or military transfer?	• Agencies or individuals can go to the link below for instructions on requesting a training evaluation. Training Evaluations for Out of State, Military, and Federal Law Enforcement Transfers - NCDOJ https://ncdoj.gov/training-evaluations-for-out-of-state-military-and-federal-law-enforcement-transfers/
What additional documentation needs to be submitted for an out-of-state applicant?	• Application must be submitted on an F-5A (probationary). • Documentation of ***minimum two years full time, sworn***, out of state law enforcement experience or a combination of in-state and out of state. • Documentation that the applicant separated from the agency in "Good Standing." • Applicant cannot have a break in service of more than three years. • A copy of basic law enforcement academy hourly breakdown and any advanced law enforcement training certificates. Training hours must be compared to North Carolina training requirements-completed by CJ staff.
What additional documentation needs to be submitted for a Military LEO applicant?	• Application must be submitted on an F-5A (probationary). • A copy of the DD-214. (Must have honorable discharge.) • A topical breakdown of Military Police Basic School(s)
What additional documentation needs to be submitted for a Federal LEO applicant?	• Application must be submitted on an F-5A (probationary). • Documentation of minimum two years Federal 1811 classified law enforcement service. • Documentation that applicant separated the agency in "Good Standing." • A copy of basic law enforcement academy hourly breakdown. Training hours must be compared to North Carolina training requirements.
What should I expect during the certification process for an out of state or federal LEO applicant?	• Additional out-of-state training evaluation will be completed by CJ staff to compare academy training hours to North Carolina requirements. • Upon successful evaluation and meeting minimum requirements, a probationary certificate will be issued to the hiring agency along with a training letter detailing what additional BLET hours must be completed during the probationary certification period. • All required training must be completed within one year and before a general certificate can be issued, or the officer's certification will be suspended.

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Break In Service

Can an applicant be certified if they have been separated for more than one year?	• Yes, an applicant who has been separated from a certified position for more than one year but less than five years may be re-certified in certain circumstances. This is called a "break in service". • A Probationary Officer that has a gap in service greater than one year is required to take BLET again and pass the state exam.
How does an applicant become re-certified after a break in service of more than one year but less than three years?	• A break in service applicant of greater than one year but less than three years may be re-certified by completing all missed Mandatory In-Service Training minus firearms. • The agency must submit a completed F-5A (General) packet with all required documents.
How does an applicant become re-certified after a break in service of more than three years but less than five years?	• A break in service applicant of greater than three years but less than five years may be re-certified by completing all missed Mandatory In-Service Training and pass the State Exam.
How does an applicant become re-certified after a break in service of more than five years?	• An applicant who had been separated from a certified position for more than five years must complete the entire BLET program and successfully pass the state exam.

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Miscellaneous

When must a certified officer or conditional hire applicant notify CJ Standards Division of a criminal charge?	• 12 NCAC 09B .0101 requires written notification to the Division of all criminal offenses for which the officer or applicant is charged. • Includes traffic offenses listed in the Class B misdemeanor manual. • Includes any Domestic Violence Protection Order (50-B) or Civil No Contact Order (50-C). • Must be submitted via written email or by utilizing Form F-33 and sent to NCLEO@ncdoj.gov within five days. Failing to do so is a violation of 12 NCAC 09B .0101 (13).
What must be included in a notification of criminal charges?	Complete CJ Standards Form F-33 or submit an email to NCLEO@NCDOJ.GOV including the following: • Full name and date of birth • The court in which the case was charged. • The date of arrest. • The criminal charge(s). • A copy of the court order, citation, or warrant. • A statement detailing the circumstances of the charge. • When the case is disposed of, the officer will need to submit certified court copies indicating the disposition. • These documents must be submitted to the Division via email to NCLEO@ncdoj.gov within 5 business days. Failing to do so, could result in an investigation. *YOU MAY NOT CALL TO INFORM CJ STANDARDS OF THE CHARGE.*
If an applicant has submitted an F3 to the hiring agency and they provide a positive drug test or refusal during the hiring process, what is required?	• The hiring agency must report the positive drug test to the CJ Standards Division according to 12 NCAC 09C .0310. This notification should be made immediately but must be made to NCLEO@ncdoj.gov within 30 days.
If an applicant has received a conditional offer from an agency but that conditional offer is then withdrawn, what is required?	• Notify CJ Standards Division in writing by emailing NCLEO@ncdoj.gov. • Notification should include the date of withdrawn offer, the reason for the withdrawal, and if there were any concerns of misconduct, untruthfulness, or criminal violations.

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What if an employee is dismissed after receiving the a certification from CJSD, but before being administered the Oath of Office?	• Notify CJ Standards Division in writing by emailing NCLEO@ncdoj.gov. • Notification should include the date of the dismissal, the reason for the dismissal, and if there were any concerns of misconduct, untruthfulness, or criminal violations.
An officer is retiring from my agency but wants to remain certified as a part-time or reserve officer. What paperwork is required?	• If an officer is moving from full-time to part-time status, the agency shall submit a Status Change F-19 to CJ Standards Division, regardless of retirement or other employment status. • If an agency submits an F-5B report of separation, CJ Standards Division must fully separate them. An F-5B may be retracted if the separation was made in error. The request must be supported by a letter from the agency head detailing the reason for the request.
Whose signature needs to be notarized on the F5-B report of separation?	• The agency head or agency authorized representative must have their signature notarized. • If submitting F5-B for a Chief of Police or agency head, the form must be signed by the person that oversees their position (Town Manager, Chancellor, Mayor, etc.)

Can an officer hold dual appointments while being a notary?	• No, a notary public is considered an official office. NCGS 128-1.1 only allows for two public offices to be held concurrently.
	  • An officer can be sworn at Agency A and be a notary.
	  -or-
	• An officer can be sworn at Agency A and sworn as a reserve deputy at Agency B, but NOT be a notary at the same time.

When must an officer be fingerprinted within the Rap Back System?	• All officers must be fingerprinted within the Rap Back system parameters within ten business days of the oath being administered.