

CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION



CRIMINAL JUSTICE STANDARDS DIVISION

Agency Audit Checklist

(Rev. 04.25)

Audited By: _____ Audit Date: _____

Agency: _____

Officer Name: _____

Date of Appointment: _____

Certification Type:

General Probation GF

Status:

Initial Employment

Lateral employment (Prior certified - Less than 12 month break in service)
12 NCAC 09C .0306

Reserve

Full-Time

REQUIRED TO BE PRESENT IN THE FILE FOR ALL OFFICERS (PER CODE)*

*12 NCAC 09C .0307 was amended 04/2024 to require all of the following documents to be present in all officers files

F-5 LE - Report of Appointment (Verify charges against F-3) 12 NCAC 09C .0307

Certification - Official Notification (General or Probationary)
12 NCAC 09C .0307 and 12 NCAC 09C .0306

Oath of Office (Must Include Language as Defined by Statute)
N.C. Gen. Stat. § 11-7, § 11-11 and 12 NCAC 09C .0303

Minimum Age of 20 Required (Birth Cert) 12 NCAC 09B .0101 and 12 NCAC 09C .0307

Proof of Education (H.S. Diploma/GED/College Degree/Certified H.S. Equivalency/Home School State Accreditation Documentation) 12 NCAC 09B .0101 and 12 NCAC 09C .0307

Proof of Citizenship (Birth or Naturalization Cert) 12 NCAC 09B .0101

Results of FP Record Check 12 NCAC 09C.0307 and 12 NCAC 09C .0306



Agency Audit Checklist

(Rev. 01/24)

F-1 LE - Medical History Statement (1-year prior to employment) (must be signed)
12 NCAC 09C .0307 and 12 NCAC 09C .0306

F-2 LE - Medical Examination Report (1-year prior to employment) (Signed by a licensed physician) *12 NCAC 09C .0307 and 12 NCAC 09C .0306*

Drug Screening Results (Results within 60 days prior to date of hire)
12 NCAC 09C .0307 and 12 NCAC 09C .0306

AOE CR-280 - Law Enforcement Application for Verification of Expungement

F-9A - Firearms Qualification (1-year prior to date of appointment) (Lateral may use prior agency if <1-year and same type of weapon) *12 NCAC 09E .0104 and 12 NCAC 09C .0306*

F-8 - Mandated Background Investigation (signed by investigator) (1-year prior to employment) *12 NCAC 09C .0307 and 12 NCAC 09B .0102*

REQUIRED TO BE PRESENT IN THE FILE AT THE INITIAL HIRING AGENCY (PER CODE)

Psychological Exam Results - Written Summary (1-year prior to employment)
12 NCAC 09C .0307

F-3 - Personal History Statement (Completed/Signed/Notarized) (1-year prior to employment)
12 NCAC 09C .0307

F-4 - (Qualifications) Appraisal Interview (1-year prior to employment or agency alternative)
(must be interviewed by Dept. Head or Representative)
12 NCAC 09C .0307 and 12 NCAC 09B .0105



Agency Audit Checklist

(Rev. 01/24)

2024 MIST

- Firearms Training and Qualification (4 credits)
- Legal Update (4 credits)
- Juvenile Justice Issues: Communication and Engagement (2 credits)
- Legislative Update (4 credits)
- Domestic Violence: Overcoming Elder Abuse and Exploitation (2 credits)
- Ethics: Increasing Professionalism (2 credits)
- Active Assailant: Preparation and Response (4 credits)

NCJA Topics:

- Citizens with Firearms (2 Credits)
- Officer Safety (2 Credits)
- Care Under Gunfire - Law Enforcement (2 Credits)

2023 MIST

- Firearms Training & Qualification (4 Credits)
- Legal Update (4 Credits)
- Juvenile Justice Issues and Challenges (4 Credits)
- Mental Health Responses (2 Credits)
- Enhancing Community Policing (2 Credits)
- Ethics and Duty to Intervene (2 Credits)

NCJA Topics:

- Critical Stress on the job (2 Credits)
- Recognizing Assaultive Behaviors (2 Credits)
- Recognizing Fake IDs (1 Credit)
- Compliance and Subject Control (2 Credits)
- Accountability and Use of Force Report Writing (1 Credit)
- Liability of Patrol Vehicle Operation (1 Credit)



Agency Audit Checklist

(Rev. 01/24)

2022 MIST

Firearms Training & Qualification (4 Credits)

Legal Update (4 Credits)

Creating a Safety Net: JMST (2 Credits)

Ethics: Preempting Misconduct and Increasing Integrity (2 Credits)

Practicing Proactive Wellness (2 Credits)

Domestic Violence: The Psychology of Whether to Stay or Go (2 Credits)

NCJA Topics:

Incorporating a Co-Response: Partnering with Community Professionals (2 Credits)

The Process of De-escalation: Listening, Talking, Defensive Tactics (2-4 Credits)

Civil Unrest: Local Leaders Discuss Lessons Learned (2 Credits)

Subversive Groups: Maneuvering Encounters with Fringe Groups (2 Credits)

Raising the Bar: Enhancing Community Engagement (2 Credits)

File in Compliance: **Yes** **No**

Follow-up Required: **Yes** **No**

Comments:

Audited By: _____