CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

CRIMINAL JUSTICE STANDARDS DIVISION

Agency Audit Checklist

(Rev. 08.26)

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*
Select One: ☐ F-5A OR ☐ F-5D (for Laterals)

☐ **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*

- ☐ **F-1 LE - Medical History Statement** (1-year prior to employment) (must be signed) *12 NCAC*
- ☐ **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*
- ☐ **AOC 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*
- ☐ **F-36 - Authorization for Release of Information** (signed by officer) *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*

2025 MIST

- ☐ Firearms Training & Qualification (4 Credits)
- ☐ Legal Update (4 Credits)
- ☐ Juvenile Justice (2 Credits)
- ☐ LE Mental Health/Cultivating Resiliency (2 Credits)
- ☐ Recognizing and Responding to Hazardous Substances (2 Credits)
- ☐ Evidence Handling Best Practices (2 Credits)
- ☐ Leading by Example (Ethics) (2 Credits)
- ☐ Legislative Update (2 Credits)

NCJA Topics:

- ☐ Responding to Traffic Incidents - Officer Safety (4 Credits)
- ☐ Targeting the Elderly (2 Credits)
- ☐ Understanding and Responding to Matters of Civil Process (4 Credits)

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)

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

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

Comments:

Audited By: _____