Agency Audit Checklist – Campus Police
08.2018

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
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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2018 MIST

___ Firearms Training and Qualification (4 credits)
___ Legal Update (4 credits)
___ Strategies to Improve Law Enforcement Interactions and Relationships with Minority Youth (2 credits)
___ Equality in Policing (4 credits)
___ Communication Skills with Persons in Crisis: De-escalation Techniques (4 credits)
___ Department Topics of Choice (4 credits)

NCJA Topics:
   ___ Law Enforcement Intelligence Update (2 Credits)
   ___ Leadership Through Community Partnership (2 Credits)
   ___ Officer Safety: Surviving Planned Attacks Against Law Enforcement Officers (4 Credits)

2017 MIST

___ Firearms Training and Qualification (6 credits)
___ Legal Update (4 credits)
___ Positively Impacting Today's Youth (2 credits)
___ Domestic Violence: Protecting Victims of Domestic Violence (4 credits)
___ Improving Decision-Making Skills (4 credits)
___ Department Topics of Choice (4 credits)

NCJA Topics:
   ___ Law Enforcement Intelligence Update (2)
   ___ Protecting Our Officers: Suicide Prevention for Law Enforcement (2)
   ___ Narcotics Identification for Patrol Officers (2)
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 Intelligence 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:

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