Agency Audit Checklist – Company Police
08.2018

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 021.0306(a)]
___ Agency name
__ Agency classification: (Company Police- Campus Police- Special Police- Railroad Police)

UNIFORMS [12 NCAC 021.0306(b)]
Patch ___ Agency name
___ Agency classification

If agency also employs security/non-commissioned personnel, is uniform a different color: ______________ Police ______________ Security

VEHICLES [12 NCAC 021.0306(c)]
___ Agency name
__ Agency classification
__ Agency classification of uniform size with other writing

In compliance: ______ YES ______ NO
Follow-up required: ______ YES ______ NO
Agency Audit Checklist – Company Police
08.2018

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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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 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:

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