

**CSO**  
**COMPLIANCE SECTION**  
**COURT SECURITY OFFICER Checklist**

Department of Criminal Justice Training  
 Compliance Section  
 Funderburk Building  
 4449 Kit Carson Drive  
 Richmond, KY 40475  
**Phone:** 859-622-2309

**INSTRUCTIONS:** This is a copy of a checklist that will be used during an audit conducted by the Compliance Section. Proof of each item must be retained in the applicant/officer's CSO file.

NAME OF APPLICANT/OFFICER:
DATE OF BIRTH:
NAME OF AGENCY/DEPARTMENT:
HIRE/TRANSFER DATE:

ITEM	YES	NO	N/A
1. Citizen of the United States (Birth Certificate)			
2. Minimum of 21 Years of Age. [KRS 15.386(1)(b) & 15.386(2)(b) has yet to attain the age of 21. Precertification status is for the purpose of attending a basic training course only and must turn 21 years of age before graduation from basic training.]			
3. High School Graduate or G.E.D.			
4. Valid Operator's License			
5. Fingerprint Cards Completed & Mailed to KSP			
6. Not be convicted of any Felony; a Misdemeanor under KRS 510.120, 510.130, or 510.140, a second or subsequent offense under KRS 510.148; or a Criminal Attempt, Conspiracy, Facilitation, or Solicitation to commit any degree of Rape, Sodomy, Sexual Abuse, or Sexual Misconduct; or have had any offense listed under this Subsection expunged			
7. No Prohibition on Firearm Possession (Federal or State)			
8. Code of Ethics Signed and Distributed			
9. Have not received a Dishonorable Discharge, Bad Conduct Discharge, or General Discharge under other than Honorable Conditions if having served in any branch of the Armed Forces of the United States			
10. Valid Negative Drug Screen Report (Drug screening as specified in KRS 15.382(11), 15.397(1)(j), and 15.540(1)(f) shall consist of the minimum requirements established by subsection 6(a) of 503 KAR 1.140. (24 panel)			
11. Background Investigation (Form H-1)			
A. Criminal Offenses			
B. Credit Report			
C. Employment			
D. References			
E. Education			
12. Interview Conducted by Agency Executive or Designee			
13. Suitability Screener Results			
14. Polygraph Results			
15. Records Retention/Documentation			

Comments:	Signature: Date:
-----------	---------------------





