**CCSO COMPLIANCE SECTION**

**Certified Court Security Officer Checklist**

**Step By Step Instructions**

**Below are the items needed to be scanned and entered in LETRS Compliance Band to verify the questions asked on the CCSO checklist. The fifteen (15) requests below match the fifteen (15) questions/standards from the checklist:**

1. **Scan Birth Certificate, Passport, or Naturalization proof into the file.**
2. **Document provided for #1 will satisfy this standard.**
3. **Scan copy of High School Diploma/Transcript, Home School Verification, or GED into the file.**
4. **CJIS regulations prohibit the NCIC printout to be duplicated/scanned and stored. Scan a photocopy of the Operator’s License with the status of the OL handwritten on the copy to verify that it is valid.**
5. **Scan copy of KSP AFIS/KCHIRP results report into the file showing the applicant has been fingerprinted.**
6. **Scan verification that your applicant has had a Criminal History ran on them through NCIC/CJIS. CJIS regulations prohibit the NCIC printout to be duplicated/scanned and stored. The name and signature of the CJIS certified/authorized person who conducted the Criminal History should be provided. A form from the H-1 background verification will satisfy this standard.**
7. **Documents provided for #5 & #6 will satisfy this standard.**
8. **Scan copy of signed Code of Ethics into the file.**
9. **Scan copy of DD214 into the file for all military veterans. It must reflect an Honorable Discharge or Uncharacterized Discharge.**
10. **Scan the Drug Screen Report showing the results into the file.**
11. **Since the H-1 Background Investigation report is so voluminous, you only need to scan 1 page for each of the following categories to show you’ve conducted a Background Investigation: A) Criminal Offenses; B) Credit Report; C) Employment; D) References; and E) Education. A minimum of 5 pages should be scanned and entered in LETRS.**
12. **Scan proof that an Agency Executive or Designee conducted an interview of the applicant. Documentation should list the date and who conducted the interview and can be on department letterhead.**
13. **Scan the page from the suitability screener report, or similar report that your agency uses, that shows the suitability results of your applicant. The results are usually: Essentially Suitable; Borderline Suitability; Likely to be Unsuitable.**
14. **Scan the results page of the Polygraph Report showing the date of exam and final call.**
15. **Your completed POPS file kept in secure/authorized personnel only location will satisfy this standard.**

**\*Note – If Drug Screen, Suitability Screener, or Polygraph Exam from above are not KLEC sponsored testing, then the results must be uploaded in the LETRS Compliance Band.**