**COMPLIANCE SECTION**

**Certified Peace & Court Security Officer Checklist**

**Lateral Transfer/Rehire of Police & Court Security Officers**

**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 D-1 checklist. The ten (10) requests below match the ten (10) questions/standards from the checklist:**

1. **Scan Birth Certificate, Passport, or Naturalization proof into the file.**
2. **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.**
3. **Scan copy of KSP AFIS/KCHIRP results report into the file showing the applicant has been fingerprinted.**
4. **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.**
5. **Documents provided for #3 & #4 will satisfy this standard.**
6. **Scan copy of DD214 into the file for all military veterans. It must reflect an Honorable Discharge or Uncharacterized Discharge.**
7. **Scan copy of signed Code of Ethics into the file.**
8. **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.**
9. **You are required to verify that an officer has not been decertified or revoked in another state.  Scan proof that you verified that an out of state transfer officer has not been decertified or revoked in another state by using the National Decertification Index or the state post they are coming from.  For access to the NDI, you will need to fill out the application on the NDI website.    You are also required by KRS 15.405 to verify the certification status of in-state officers.  You will need to submit a Status and Standing Form to the OKLECS.  The form is available on the KLEC website under the forms tab.**
10. **Scan proof that you contacted the officer’s previous law enforcement agency that employed them and verified the officer didn’t leave for reasons related to unfavorable employment.**