**POPS COMPLIANCE SECTION**

**Peace Officer Professional Standards 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 POPS checklist. The eighteen (18) requests below match the eighteen (18) 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 G-1 & G-2 forms into the file to show the applicant is medically cleared reflecting the date completed and doctor signature.**
11. **Scan the Drug Screen Report showing the results into the file.**
12. **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.**
13. **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.**
14. **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.**
15. **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.**
16. **Scan the results of Physical Fitness Standards report showing the date they passed and total points received.**
17. **Scan the results page of the Polygraph Report showing the date of exam and final call.**
18. **Your completed POPS file kept in secure/authorized personnel only location will satisfy this standard.**

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