**TPS COMPLIANCE SECTION**

**Telecommunicator 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 TPS checklist. The eight (8) requests below match the eight (8) 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. **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. **Scan copy of KSP AFIS/KCHIRP results report into the file showing the applicant has been fingerprinted.**
6. **Scan the Drug Screen Report showing the results into the file.**
7. **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.**
8. **Scan the results page of the Polygraph Report showing the date of exam and final call.**

**\*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.**