CCSO COMPLIANCE SECTION

Certified Court Security Officer Checklist

Below are the items needed to be scanned and entered into LETRS to verify the questions asked on the POPS checklist. The sixteen requests below match the sixteen questions/standards in the checklist:

1. Scan Birth Certificate into the file
2. Copy of Birth Certificate will prove 21 years of age
3. Scan copy of High School Diploma/Transcript or GED into the file
4. Scan copy of their Operator's License computer printout to show they have a valid OL
5. Scan copy of KSP AFIS/KCHIRP results into the file showing the applicant has been fingerprinted
6. Scan verification that your applicant has had a Criminal History run 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 your H-1 background verification will suffice
7. Documents provided for #5 & #6 will suffice for this question
8. Scan copy of Code of Ethics into the file
9. Scan copy of DD214 into the file for all veterans. They must have an Honorable Discharge
10. Scan the Drug Screen Report 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; E. Education. A minimum of 5 pages should be scanned and entered
12. Scan proof that an Agency Executive or Designee conducted an interview of the applicant
13. Scan the page from LESI, or similar institution your agency uses, that shows the suitability results of your applicant. LESI pages list Levels of Suitability & Negative Indicator Codes. The results are: Essentially Suitable; Borderline Suitability; Likely to be Unsuitable
14. Scan the results of the Polygraph Report
15. Your completed POPS file kept in a secure/authorized only location will suffice for this standard