

COMPLIANCE SECTION

Certified Peace & Court Security Officer Checklist

D-1/Lateral Transfer/Rehire of Police & Court Security Officers

Below are the items needed to be scanned and entered into LETRS to verify the questions asked on the D-1 checklist. The ten requests below match the ten questions/standards in the checklist:

1. Scan Birth Certificate into the file
2. Scan copy of their Operator's License computer printout to show they have a valid OL
3. Scan copy of KSP AFIS/KCHIRP results into the file showing the applicant has been fingerprinted
4. 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
5. Documents provided for #3 & #4 will suffice for this question
6. Scan copy of DD214 into the file for all veterans. They must have an Honorable Discharge
7. Scan a copy of the signed Code of Ethics into the file
8. Scan proof that an Agency Executive or Designee conducted an interview of the applicant
9. Scan proof that you contacted KLEC and verified that the applicant has not had their police certification revoked in another state. You're required to check each new hire through NDI (National Decertification Index) and IADLEST (International Association Directors of Law Enforcement Standards & Training) to see if they've ever had their certification as a police officer revoked. You can access these databases through your web browser and follow the instructions. You must check each with KLEC to make sure they aren't under investigation for offenses related to KRS 15.391. KLEC will verify and fill out a Peace Officer Employment Status and Standing Request form for in-state (KRS 15.405) and out-of-state (KRS 15.406) applicants. KLEC will verify the applicant's Certification Status and Standing
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