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POPS COMPLIANCE SECTION

Peace Officer Professional Standards Checklist

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Below are the items needed to be scanned and entered into LETRS to verify the questions asked on the POPS checklist. The eighteen requests below match the Eighteen 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 G-1 & G-2 forms into the file to show the applicant is medically cleared
11. Scan the Drug Screen Report 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; E. Education. A minimum of 5 pages should be scanned and entered
13. Scan proof that an Agency Executive or Designee conducted an interview of the applicant
14. 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 verity the applicant's Certification Status and Standing
15. 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
16. Scan the results of Physical Fitness Standards report showing they passed
17. Scan the results of the Polygraph Report
18. Your completed POPS file kept in a secure/authorized only location will suffice for this standard