

TPS COMPLIANCE SECTION

Telecommunicator Professional Standards Checklist

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

- 1. Scan Birth Certificate into the file**
- 2. Copy of Birth Certificate will prove 18 years of age**
- 3. Scan copy of High School Diploma/Transcript or GED into the file**
- 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 background investigation will suffice**
- 5. Scan copy of KSP AFIS/KCHIRP results into the file showing the applicant has been fingerprinted**
- 6. Scan the Drug Screen Report into the file**
- 7. 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**
- 8. Scan the results of the Polygraph Report**