

<b>CCSO</b>	<b>COMPLIANCE SECTION</b> <i>CERTIFIED COURT SECURITY OFFICER CHECKLIST</i>	
Department of Criminal Justice Training Compliance Department Funderburk Building 521 Lancaster Ave. Richmond, KY 40475-3102  <b>Phone:</b> 859-622-5924		<b>INSTRUCTIONS:</b> This is a copy of a checklist that will be used during an audit conducted by the Compliance Section. Proof of each item must be retained in the applicant/officer's CCSO file.

**Name of Applicant/Officer** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **SSN** \_\_\_\_\_

**Agency Name/Department** \_\_\_\_\_

**Hire/Transfer Date** \_\_\_\_\_

ITEM	YES	NO	N/A
1. Citizen of the United States (Birth Certificate)			
2. Minimum of 21 Years of Age			
3. High School Graduate or G.E.D.			
4. Valid Operators License			
5. Fingerprints Cards Completed & Mailed to KSP			
6. Absence of Felony			
7. No Prohibition on Firearm Possession (Federal or State)			
8. Code of Ethics Distributed and Signed			
9. Has Not Received a Dishonorable Discharge or General Discharge under other than Honorable Conditions			
10. Valid Negative Drug Screen Report (10-panel)			
11. Background Investigation (Form H-1)			
A. Criminal Offenses			
B. Credit Report			
C. Employment			
D. References			
E. Education			
12. Interview Conducted by Agency Executive or Designee			
13. Suitability Screener Results			
14. Polygraph Results			
15. Records Retention/Documentation			

**Comments:** \_\_\_\_\_

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 Investigator Date