



AGENCY ASSESSMENT REPORT

EMPLOYEE HISTORY RECORDS

The Agency Assessment process is thoroughly outlined on the dedicated [Agency Assessment webpage on the MCOLES website](#). This page provides an in-depth explanation of the assessment's purpose, the four areas of focus for evaluation, the procedures to expect, and the rating scale used to document findings in each area. Additionally, it includes a resource guide on the statutes and rules relevant to each area assessed. Reviewing this information will assist in ensuring proper preparation and understanding of the assessment process.

AGENCY		DATE OF REVIEW	
AGENCY HEAD	TELEPHONE AND EMAIL	DATE OF LAST REVIEW	
AGENCY CONTACT	TELEPHONE AND EMAIL	REVIEWED BY	

RECORDS ASSESSED								
RECORD	LAST NAME	FIRST NAME	RECORD TYPE	YES	N/A	NO	CDA	CAR
1								
2								
3								
4								
5								
TOTAL								

ASSESSMENT SUMMARY		
CORRECTIVE ACTION REQUIRED	YES	NO

RECORD 1

LAST NAME	FIRST NAME	MCOLES #	DATE OF LICENSE
LICENSE ACTIVATION TYPE			

HIRING AND LICENSE ACTIVATION TYPE/TRANSACTION TYPE

Hiring a LEO with a Current License/Lapsed License/Out of State License/Pre-Service Grad	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Standards Compliance Verification Affidavit (Employed Recruits & License Activations)						
2. Candidate New Hire Report (Employed Recruit Only)						
3. Waiver / Authorization for Release of Information						
4. Personal History Statement and Affidavit						
5. Request for License Activation (Report/Affidavit for License Activations)						
6. New Hire and Empowerment Report						
7. Agency Affidavit Requesting License Activation (Active or Inactive License)						

R. 28.14504 STANDARDS COMPLIANCE REQUIRED DOCUMENTS

Hiring a LEO with a Current License/Lapsed License/Out of State License/Pre-Service Grad	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Fingerprint Search Results						
2. Background Investigation						
3. Drug Screen Report						
4. Proof of Compliance with Education Requirement, e.g. transcript						
5. Proof of U.S. Citizenship						
6. Copy of Valid Operator's or Chauffeur's License						
7. Copy of Position Description						
8. Medical Examination Documentation						
9. Conferral of Full Authority / Oath of Office (submit to MCOLES w/in 10 days)						

TRANSACTION TYPE						
Required Documentation – Change in Law Enforcement Authority	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Proof of Separation from Law Enforcement Authority						
2. Proof of Reinstatement of Law Enforcement Authority						

TRANSACTION TYPE						
Required Documentation – Separation from Employment	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Separation Report Submitted w/in 3 Days to MCOLES (MITN)						
2. PA 128 Separation of Service Act Record - Reason & Circumstances of Separation						
3. PA 128 Separation of Service Act Record – Employee Work Performance						

RECORD 1 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
CORRECTIVE ACTION REQUIRED	
YES	NO
ASSESSMENT SUMMARY	

RECORD 2

LAST NAME	FIRST NAME	MCOLES #	DATE OF LICENSE
LICENSE ACTIVATION TYPE			

HIRING AND LICENSE ACTIVATION TYPE/TRANSACTION TYPE

Hiring a LEO with a Current License/Lapsed License/Out of State License/Pre-Service Grad	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Standards Compliance Verification Affidavit (Employed Recruits & License Activations)						
2. Candidate New Hire Report (Employed Recruit Only)						
3. Waiver / Authorization for Release of Information						
4. Personal History Statement and Affidavit						
5. Request for License Activation (Report/Affidavit for License Activations)						
6. New Hire and Empowerment Report						
7. Agency Affidavit Requesting License Activation (Active or Inactive License)						

R. 28.14504 STANDARDS COMPLIANCE REQUIRED DOCUMENTS

Hiring a LEO with a Current License/Lapsed License/Out of State License/Pre-Service Grad	MCOLES FILE	YES	N/A	NO	CDA	CAR
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2. Background Investigation						
3. Drug Screen Report						
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TRANSACTION TYPE						
Required Documentation – Change in Law Enforcement Authority	MCOLES FILE	YES	N/A	NO	CDA	CAR
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2. Proof of Reinstatement of Law Enforcement Authority						

TRANSACTION TYPE						
Required Documentation – Separation from Employment	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Separation Report Submitted w/in 3 Days to MCOLES (MITN)						
2. PA 128 Separation of Service Act Record - Reason & Circumstances of Separation						
3. PA 128 Separation of Service Act Record – Employee Work Performance						

RECORD 2 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
CORRECTIVE ACTION REQUIRED	
YES	NO
ASSESSMENT SUMMARY	

RECORD 3

LAST NAME	FIRST NAME	MCOLES #	DATE OF LICENSE
LICENSE ACTIVATION TYPE			

HIRING AND LICENSE ACTIVATION TYPE/TRANSACTION TYPE

Hiring a LEO with a Current License/Lapsed License/Out of State License/Pre-Service Grad	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Standards Compliance Verification Affidavit (Employed Recruits & License Activations)						
2. Candidate New Hire Report (Employed Recruit Only)						
3. Waiver / Authorization for Release of Information						
4. Personal History Statement and Affidavit						
5. Request for License Activation (Report/Affidavit for License Activations)						
6. New Hire and Empowerment Report						
7. Agency Affidavit Requesting License Activation (Active or Inactive License)						

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2. Proof of Reinstatement of Law Enforcement Authority						

TRANSACTION TYPE						
Required Documentation – Separation from Employment	MCOLES FILE	YES	N/A	NO	CDA	CAR
1. Separation Report Submitted w/in 3 Days to MCOLES (MITN)						
2. PA 128 Separation of Service Act Record - Reason & Circumstances of Separation						
3. PA 128 Separation of Service Act Record – Employee Work Performance						

RECORD 3 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
CORRECTIVE ACTION REQUIRED	
YES	NO
ASSESSMENT SUMMARY	

RECORD 4

LAST NAME	FIRST NAME	MCOLES #	DATE OF LICENSE
LICENSE ACTIVATION TYPE			

HIRING AND LICENSE ACTIVATION TYPE/TRANSACTION TYPE

Hiring a LEO with a Current License/Lapsed License/Out of State License/Pre-Service Grad	MCOLES FILE	YES	N/A	NO	CDA	CAR
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TRANSACTION TYPE						
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2. PA 128 Separation of Service Act Record - Reason & Circumstances of Separation						
3. PA 128 Separation of Service Act Record – Employee Work Performance						

RECORD 4 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
CORRECTIVE ACTION REQUIRED	
YES	NO
ASSESSMENT SUMMARY	

RECORD 5

LAST NAME	FIRST NAME	MCOLES #	DATE OF LICENSE
LICENSE ACTIVATION TYPE			

HIRING AND LICENSE ACTIVATION TYPE/TRANSACTION TYPE

Hiring a LEO with a Current License/Lapsed License/Out of State License/Pre-Service Grad	MCOLES FILE	YES	N/A	NO	CDA	CAR
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Required Documentation – Separation from Employment	MCOLES FILE	YES	N/A	NO	CDA	CAR
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2. PA 128 Separation of Service Act Record - Reason & Circumstances of Separation						
3. PA 128 Separation of Service Act Record – Employee Work Performance						

RECORD 5 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
CORRECTIVE ACTION REQUIRED	
YES	NO
ASSESSMENT SUMMARY	