

LAW ENFORCEMENT SEMINARS LLC

SYLLABUS

Course Title

BACKGROUND INVESTIGATION FOR POLICE APPLICANTS

Length of Course

12 HOURS

History and Purpose

Law enforcement has striven for professionalism; however, abuses by officers have provided a negative impact. An examination of the past behavior of some involved officers reveals that a pattern of undesirable behavior existed prior to appointment as a police official. This behavior was unknown to the hiring agency due to inadequate or non-existent applicant screening.

The integrity and ethical reputation of a police department mandates a thorough background investigation of police applicants. This course offers a systematic approach to background investigations which will assist in making informed hiring decisions.

Participants

This course is designed for both background investigators, supervisors and human resource policy makers.

COURSE COMPOSITION

	<u>HOURS</u>
1.1 Introduction and Course Overview	1.0
1.2 Fair Employment Practices	1.5
1.3 Job Application Structure & Analysis	2.0
1.4 Social Networking Laws	1
1.5 Job Application Verification	4.0
1.6 Interview Techniques	1.0
1.7 Documentation Procedures	0.5
1.8 Summary/Critique/Graduation	0.5

Course Goals

Upon completion of this seminar, the participants will be able to:

- **Produce a verifiable chronological history of an applicant's life to utilize with other pre-employment screening devices in determining suitability for employment.**
- **Evaluate the efficiency of the background investigation process in use at their agency.**
- **Document facts and events in a similar manner for each applicant to ensure consistency and ease of retrieval.**

Class Title: Introduction and Course Overview

Learning Goal: Instructors will describe goals and objectives, as well as student responsibilities. An overview of the course material will be presented. Students and instructors will self introduce.

Performance Objectives: Students will have an understanding of course content and topical areas.

Class Title: Fair Employment Practices

Learning Goal: Instructors will present an overview of the Fair Employment Laws. Contemporary federal acts related to employment will be identified and key components of these acts discussed and applied to the background investigation process.

Performance Objectives: Students will understand and recognize the importance of job relatedness issues as they apply to the background investigation.

Class Title: Job Application Structure & Analysis

Learning Goal: Instructors will present an overview of commonly required application information. Techniques for identifying fraudulent information will be presented. The relationship of application information will be discussed along with the development of a systematic approach to the investigation.

Performance Objectives: Students will recognize that an analysis of the application will guide the investigative process.

Class Title: Social Networking Laws

Learning Goal: Instructors will present an overview of social media guidelines and laws based on jurisdictions. "Best Practices" for conducting cyber searches, search restrictions and evaluating search results will be presented. A Personal History Statement cyber module will be discussed, and search waivers will be introduced.

Performance Objectives: Students will recognize that an analysis social networking information is critical to the investigative process and will understand any state restrictions for obtaining information.

Class Title: Job Application Verification

Learning Goal: Instructors will present various techniques for obtaining verification of application information. The appropriate use of mail outs, interviews, questionnaires and direct contact will be considered by students.

Performance Objectives: Students will acquire a variety of tools for gaining verification of application information.

Class Title: Interview Techniques

Learning Goal: Instructors will discuss various aspects of interviewing. Preparation and demeanor will be discussed. An overview of current interview methodologies will be presented.

Performance Objectives: Students will be aware of the importance and intricacies of an interview. Students will understand the difference between a pre-employment interview and a criminal interrogation.

Class Title: Documentation Procedures

Learning Goal: Instructors will emphasize the importance of documenting investigative efforts. A sample investigative format will be presented to guide students in preparing their own agency's background reports. Retention schedules will also be considered.

Performance Objectives: Students will understand that a historical account of their investigation is important to their agency. Students will obtain references to determine the appropriate retention time for investigations within their own agency.

Class Title: Summary/Critique/Graduation

Learning Goal: The instructor will provide students an opportunity for questions and answers of any previously covered material. Course evaluations will be completed, and certificates will be distributed.

Performance Objectives: Students will clarify any misunderstanding they may have from the course material. Students will also have an opportunity to evaluate the effectiveness of the program and instructional staff.