

SAN BERNARDINO COUNTY SHERIFF

Background Investigation Course POST CC# 2330-30340

Course Purpose: *The purpose of this course is to provide officers with the tools to complete a proper and thorough Background Investigation that satisfies two goals, assuring compliance with all applicable minimum standards for employment and screening out candidates who, based on their past history or other relevant information, are found unsuitable for the positions in question.*

Learning Outcomes: *Graduates of this course will be knowledgeable about all applicable local, state, and federal fair employment laws. They will be conversant in the legal requirements for appointment to the positions in question. They will be able to heed all agency policies, practices, and operational limitations. They will be able to base their inquiries and evaluations on candidate behaviors that have a direct relationship to the requirements and demands of the position, and they will do so with consistency and without bias. They will be able to articulate the information gathered from a wide variety of sources and how it is used in determining candidate suitability.*

Registration, Introduction, Orientation, and

I. Introduction to the pre-employment Background Investigations

Learning objective: To become familiar with all aspects of the background Investigations manual, and understand it is intended to assist the investigator in accomplishing this challenging task

Minimum Topics

- A. Focus of the Manual
- B. The Role of POST
- C. POST Vs Agency Candidates Screening Criteria
- D. Organization of the Manual

II. Peace Officer and Public Safety Dispatcher Background Investigation Dimensions

Learning Objective: To understand the common set of background dimensions that was created for peace officers and public safety dispatchers.

- A. Moral Character
- B. Handling Stress
- C. Adversity
- D. Work Habits
- E. Interactions with others
- F. Intellectually-Based Abilities

Learning activity – Utilizing the Background Manual - students will conduct a table top tour of the Background manual by doing a mock pre-employment background investigation. In their groups they will Conduct initial searches for legal requirements, selection criteria, and procedural guidance.

III. Legal Qualifications and Statutory Framework

Learning Objective: *Understanding that the background investigation of peace officers and public safety dispatchers is one part of a larger pre-employment screening process dictated by California law and POST regulations*

Minimum Topics

- A. Overview of pre-employment screening requirements
- B. POST background investigation regulations
- C. Privacy and confidentiality laws
- D. Confidentiality vs legal privilege
- E. Employment Discrimination laws and regulations
- F. Disability Discrimination laws and regulations
- G. The conditional offer of employment, pre or post offer
- H. Background investigation inquiries pre or post offer

IV. The Background Investigation Process

Learning Objective: The Investigators will understand local policies and ordinances, agency standards, and their agency's needs and philosophy regarding the background investigation process. They need the ground rules regarding the resources committed to this process, and a full understanding of what is expected of background investigators.

Minimum Topics

- A. Preparation of the packet
- B. Meet with the candidate to explain the packet
- C. Review the Personal History Statement and other completed returned materials
- D. The initial background interview
- E. Collect and submit candidate fingerprints
- F. The Investigative process
- G. Detection of deception examinations
- H. Discrepancy Interview
- I. Report and Background packet preparation
- J. The conditional offer of employment
- K. Medical and psychological examination evaluations and background investigation follow up
- L. Medical and psychological examination documentation
- M. Second Opinions
- N. Final evaluation – Formal offer of employment

Learning Activity – students will construct mock background manuals that include examples of the documentations that they will encounter during this initial phase of the interview process.

V. Areas of Investigation and the POST Personal History statements

Learning Objective: Identify Commission Regulations 1953 and 1959 which specify the required sources of information for background investigations of peace officers and public safety dispatchers

Minimum Topics

- A. Personal identifying information
- B. Relatives and other resources
- C. Educational history
- D. Residential history
- E. Employment history
- F. Military history
- G. Financial history
- H. Legal history
- I. Driving history
- J. Other topics related to assessing moral character

Learning Activity – students will participate in role playing using devices for the detection of deception and develop discrepancy interview questions.

VI. POST Compliance Inspections

Learning Objective: To prepare the students to complete documentation that must be included in each background file. POST is required by statute (Cal.Pen Code 13512) to conduct regularly scheduled inspections to verify that agencies are in compliance

- A. Tab A - Background Narrative report
- B. Tab B - Personal History Statement
- C. Tab C - DOJ/FBI Fingerprint returns – Peace Officers and Public Safety Dispatchers, DOJ Firearms Clearance – Peace Officers Only
- D. Tab D - Driving records check
- E. Tab E - Local Law Enforcement Agency Record Check
- F. Tab F - Credit Records Check
- G. Tab G - Education Verification
- H. Tab H - Citizenship/Age Requirements – Peace Officers
 - o Employment Eligibility – Public Safety Dispatchers
- I. Tab I - Military History Checks
- J. Tab J - Dissolution of Marriage Check
- K. Tab K - Employment History Checks
- L. Tab L – Relatives/Personal References Checks
- M. Tab M - Neighborhood Checks
- N. Tab N – Medical Clearance – Peace Officers and Public Safety Dispatchers
 - o Psychological Clearance – Peace Officers Only

Learning Activity – students will review the Background manual tabs and proper/acceptable documentation necessary under each tab. Sample forms, reference check letters and questionnaires will be provided as examples of what good looks like.

Assessment

Completed Background Manual: Students will complete a background manual with all proper documentation under the corresponding Tabs which will be inspected to verify they meet compliance regulations.