

	<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>ADM-172</b>
	<b>CHAPTER:</b>	<b>RECRUITMENT</b>	
	<b>DIRECTIVE:</b>	<b>BACKGROUND INVESTIGATIONS</b>	

**172.01 SUMMARY**

This directive describes the procedures for conducting background investigations as part of the selection process for employees. A background investigation will be conducted on each sworn and civilian candidate for employment prior to appointment.

**172.02 GENERAL PROCEDURES**

**OVERSIGHT BY PROFESSIONAL STANDARDS –**  
 Background investigations for Department employee candidates will be conducted by and/or through the Professional Standards Unit. If needed, other experienced employees trained in background investigations will be used to assist. The background investigation will include:

- A review of all available data on the candidate with particular attention to the application form and the Personal History Questionnaire.
- Other documentation may be reviewed depending on the availability and/or completion such as medical reports, polygraph exam results, and any psychological/suitability assessment reports.
- When practical, inquiries will be conducted in person.
- The investigation should include a home visit with the candidate and the candidate's family.
- Neighbors should be contacted in the interview process.
- Any qualifying credentials of the candidate will be verified. Examples are educational achievement, POST Certification, current/former employment, residence, and citizenship.
- Driver's license and driver's history will be checked.
- Criminal history of the candidate will be reviewed.
- A fingerprint card for the candidate will be submitted to the Federal Bureau of Investigation.
- At least three references of the candidate will be checked, and will include employment history from the preceding 10 years. These checks may be made by telephone, correspondence, or personal interview and will be backed up by written notations made by the investigating employee.

**GENERAL PROCEDURES  
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**ADMINISTRATIVE REVIEW** – Once a background investigation is completed, all documents, along with a written summary prepared by the employee conducting the investigation, will be forwarded to the Chief of Police or appropriate Deputy Chief for review. All completed background investigations, once reviewed, will be forwarded to the City Human Resources Division for records keeping and storage.

