

Police Applicant Background Investigation

July 12-16, 2010

Course Description:

The Institute of Police Technology and Management, University of North Florida, will provide the instructors for this course. This course will give you the knowledge and skills to conduct objective, thorough and legally sustainable background investigations reflective of the professional standards of your agency.

The training will guide you through the relevant statutes, case laws and administrative regulations surrounding the selection and employment of personnel. You will learn the impact of federal and state fair employment laws along with issues surrounding sealed and public records, confidentiality, release of information waivers, and more. Instructors will show you the type of information to expect from a psychological evaluation, proper procedures for drug screening, and techniques for conducting applicant and subject interviews. Finally, you will learn how to properly document all of your findings in a comprehensive report in the event of future legal challenges.

Topics of Instruction include:

- ✘ Role of the background investigator
- ✘ Legal issues
- ✘ Psychological screening
- ✘ Drug screening
- ✘ Information sources
- ✘ Proper interviewing techniques
- ✘ Factual and objective background reports

Program Length:

40 Hours

Maximum Enrollment:

30 Students

Program Costs: *WI Department of Justice Grant is in process for tuition*****

Commuter (Tuition w/ noon meals)	\$ 605.00
Resident (Tuition w/ all meals & lodging)	\$ 820.00

Registration Procedure:

Reservations will be accepted only from department training officers or authorized supervisory personnel. Contact the Academy Registrar, Lori Beiswanger at (608) 269-2500. A completed student enrollment form must be submitted to the Academy either by mail, email or FAX for each student in each course. Reservations are made on a first-come, first-served basis. Reservations will be accepted on a waiting list for programs, which have reached the maximum enrollment number.