

## **SPECIFICATION S-3**

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#### **TITLE: THE BACKGROUND INVESTIGATION**

In compliance with Section 1002 (3) (e) of the Regulations, a background investigation must be conducted for each applicant employed as a law enforcement officer under the Act. The purpose of the background investigation is to find character traits which might prevent the applicant from becoming a successful law enforcement officer.

#### **REQUIREMENTS**

1. A background investigation must be conducted on each applicant to determine character traits and habits indicative of moral character.
2. Only applicants of good character should be employed.
3. For all law enforcement officers employed under the Act, retention on a permanent basis by the employing unit will depend on the satisfactory results of the background investigation.

#### **RECOMMENDED PROCEDURES**

1. The applicant should complete a detailed personal history statement on which the investigation will be based.
2. If no other department forms are available, the Form F-3, Personal History Statement, with appropriate instruction sheet may be utilized for the personal history statement or application form.
3. The background investigation should be conducted by an experienced officer.
4. All results of the personal history investigation should be considered confidential and processed accordingly.
5. Some suggested questions to be answered during the investigation are, does the applicant:
  - (a) Ever display temper?
  - (b) Drink to excess?

- (c) Lose control when confronted by danger, crisis or stressful situations?
  - (d) Have any evidence or indication of instability?
  - (e) Appear to be well adjusted and will the applicant make a good law enforcement officer?
  - (f) Demonstrate high ethics and morals?
  - (g) Appear to be intolerant or highly prejudiced against other races or religious or political causes?
  - (h) Appear to be honest and trustworthy?
  - (i) Demonstrate reasonable loyalty to his former employers?
  - (j) Have a good past work record indicating dependability and punctuality?
  - (k) Have a complete list of all former employers?
6. What are the applicant's reasons for seeking a law enforcement officer position?
7. Names of the spouse and close relatives may be checked through appropriate files to determine whether they have criminal records, are in prison, or are in any status or position which might adversely affect the applicant's obligation as a law enforcement officer.
8. It is recommended that the investigation include a check of as many of the following sources as possible:
- (a) Military records.
  - (b) Documents, including driver's license, high school diploma or other suitable record of graduation.
  - (c) Birth or naturalization records to determine age and citizenship.
  - (d) All local law enforcement files.
  - (e) Police files in cities where the applicant has lived or worked.
  - (f) State criminal records.

- (g) FBI records.
  - (h) State department granting driver's license and statewide traffic offenses.
  - (i) Previous employers.
  - (j) All schools attended.
  - (k) Present and past neighbors and landlords.
  - (l) Fraternal and social organizations.
  - (m) Credit records.
  - (n) Obtain a signed release of medical information.
  - (o) Any other source of information which previous contacts show to be important.
- (9) The final step in the background investigation should be an interview with the applicant's present employer following permission from the applicant.
- (10) The results of the background investigation shall ultimately be evaluated by the department head and/or the hiring authority to determine whether the applicant is suitable for employment. All doubts in personnel suitability matters shall be resolved in favor of the department.
- (11) Background investigation results will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.