



# CONDUCTING BACKGROUND INVESTIGATIONS - 03-17-1151-01

April 24-28, 2017 ♦ 8:00 AM - 5:00 PM  
Institute of Public Safety ♦ Building 22  
3501 Davie Road ♦ Davie, FL 33314

## Course Description:

In this 40 hour course the student will analyze the information provided by the applicant along with supporting documentation and appropriate interviews to determine any discrepancies or disqualifications in order to prepare a final report for presentation to management.

## Course Objectives:

At the end of this program, students will:

- ♦ Understand the purpose of conducting a background investigation and the elements of a background investigation.
- ♦ Identify the State requirements for employment of a sworn officer.
- ♦ Identify federal laws, agency and local laws, and accreditation standards for the criminal justice agency.
- ♦ Identify resources, useful for the background investigator, in the investigation of an applicant's background.
- ♦ Identify documents needed to prepare a background investigation case file.
- ♦ Identify how to review an employment application and required information about the individual.
- ♦ Identify discrepancies and disqualifying points of an application and formulate questions to ask the applicant about answered and unanswered questions.
- ♦ Conduct an interview with applicant and neighborhood check.
- ♦ Review information on compromised identity as a tool to assist an applicant who has been the victim of identity theft.
- ♦ Identify preparation of the final report and presentation of findings of the background investigation.
- ♦ Identify Florida Public Records Laws.
- ♦ Discuss background investigator ethics and professionalism.

## Who Should Attend:

- ♦ Law Enforcement Officers

## Instructors:

Elliott Rosen is a Trooper with the Florida Highway Patrol and an adjunct instructor for Broward College.

William Gordon is a Lieutenant with the Lauderhill Police Department and an adjunct instructor for Broward College.

## Fees:

\$515 payable to Broward College/IPS

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**End of Course Examination:** CJSTC Rule 11b35.001 9(b): A student enrolled in a Commission-approved Advanced or Specified Specialized Training Program Course shall achieve a score of no less than 80% on the written end-of-course examination. A student enrolled in a Specialized Instructor Training Course shall achieve a score of no less than 85% on the written end-of-course examination, exclusive of demonstration of any proficiency skills.

**Attendance:** Attendance at the initial class is mandatory. All students must adhere to the attendance requirements of the Criminal Justice Standards and Training Commission and the Rules, Policies and Procedures of the Institute of Public Safety

**Dress Policy:** Appropriate business attire. Shorts, tank tops and T-shirts are not acceptable attire. Law enforcement personnel not in uniform that are carrying exposed firearms must prominently display agency ID and/or badge at all times while on college property.

### **Submit Registration form to:**

Institute of Public Safety, 3501 Davie Road, Davie, Florida 33314, Attn: Professional Development  
FAX: 954.201.6305 ♦ For further information, please call 954.201.6787 or 954.201.6769

**This course is applicable to either Mandatory Retraining or Salary Incentive. Federal I.D. #59-1216107**