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CONDUCTING BACKGROUND INVESTIGATIONS

INSTITUTE OF PUBLIC SAFETY
BROWARD COLLEGE

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 and prepare a final report for presentation to management.

Course Objectives: At the end of this program, students should be able to:

- Understand the purpose of conducting a background investigation and the elements of a background investigation.
- 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 discrepancies and disqualifying points of an application and formulate questions to ask.
- Identify preparation of the final report and presentation of findings of the background investigation.

Who Should Attend:

- Law Enforcement Officers
- Background Investigators

Instructor: Elliott Rosen is a retired Trooper with the Florida Highway Patrol, where he worked for over 40 years and has over 20 years of instructor experience. He is also an adjunct instructor for Broward College.

Fees: Please see the Training Calendar for appropriate fees.

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.

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: Your department's authorized training uniform. Law enforcement personnel who are not in uniform carrying exposed firearms must always prominently display agency ID and/or badge while on college property.

This course applies to either Mandatory Retraining or Salary Incentive; Federal I.D. #59-1216107.

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