

## 12.5 Background Investigation - **CRITICAL STANDARD**

### ADMINISTRATION

**STANDARD 12.5**     **The agency requires that a background investigation of each candidate for a sworn position (entry level and lateral appointments) or any civilian candidate with access to law enforcement sensitive information is conducted. An informational package consisting of written instructions and a checklist of tasks that must be accomplished is provided to each officer who conducts such investigations. A background investigation must include, but not be limited to:**

- a. Fingerprint-based Criminal History Record;**
- b. Family;**
- c. Education;**
- d. Residences (past and present);**
- e. Work Record;**
- f. DMV Record;**
- g. Military History;**
- h. County Records such as liens and judgments;**
- i. Organizations and Affiliations;**
- j. References and Social Contacts, and;**
- k. Credit Record**

### Compliance Verification Strategies

Assessors may seek to verify agency compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. Documentation describing the procedures for such background investigations and the type of information that is gathered is available for review.
2. Review of all forms, records, or reports used for background investigations.
3. Review of agency files containing records of completed background investigations.
4. A copy of the informational package that is provided to officers who conduct such investigations is available for review.
5. All documentation examined should demonstrate that background investigations are standardized (e.g., recording/reporting forms, criteria for evaluation, and instruction and task check lists for officers who use them).
6. Interview(s) with agency personnel who serve as background investigators to verify their knowledge of and compliance with this standard.