

# **BACKGROUND INVESTIGATION CHECKLIST—**

## **TEMPLATE**

--Verify that all necessary application documents have been submitted *including all necessary waivers and releases*—including:

- a stand-alone independent Credit Check Authorization Form pursuant to the Fair Credit Reporting Act (FCRA)
- a General Waiver and Release, signed by the applicant and notarized, authorizing past employers, present employers, educational institutions, government agencies, criminal and civil courts, certification/licensing commissions, military organizations, etc. and any other agency or individual to provide personal and privileged information and releasing the department and the disclosing agencies or individuals from any liability for seeking or disclosing such information
- an Honesty Statement indicating that the applicant has been notified that dishonesty with respect to any information provided may result in their disqualification from the employment process

--Application Review to verify that there are no facially conflicting or false statements

--Credentials Verification

- Verification of educational history
- Verification of military history
- Verification of employment history
- Verification of past residences
- Verification of licenses and commissions

#### --Driving Record Checks

#### --Criminal History Checks (including checks of all former states of residency)

- National Crime Information Center (NCIC) and state-equivalent checks
- Search of local courthouse records (to be completed following Social Media/Internet Search)
- Survey of law enforcement agencies in areas of known residence or where applicant has been known to frequent in the past (to be completed following Social Media/Internet Search)

#### --Credit Check (pursuant to FCRA requirements—see [ftc.gov](http://ftc.gov))

#### --Check of National Database that registers de-certified officers (IADLEST)

#### --Social Media/Internet Search

#### --Employment History (including interviewing past employers and supervisors in person to the extent possible)

#### --Personal References Interviews

- In-person interviews of references offered by applicant
- In-person interviews of other applicant acquaintances as provided by the initial references

#### --Neighborhood Canvas and Interviews with Neighbors, Acquaintances, Family Members, etc.

## --Follow-up Reviews on Issues Generated During the Investigation

## --Background Investigation Summary/Report

- Overall Summary (including any note-worthy issues of concern—including those that are *not* automatic disqualifiers)
- Verification of Minimum Requirements
- Criminal History
- Employment History
- Credit History
- Driving History
- Alcohol and Drug Use
- Miscellaneous Character/Fitness Issues including dishonesty, gang affiliation, etc.
- References/Citations (consider footnoting throughout the Summary and including detailed sources of information in one location as the conclusion of the document)

## --Passing the Information on to the Executive, Proper Records Retention & Confidentiality

- Upon issuing a Background Investigation Summary to agency executives, follow agency protocol for internally retaining investigation findings