



Training in St. Petersburg, Florida!

Police Applicant Background Investigation

(40 Hours)

This course will provide you with the knowledge and skills to conduct objective, thorough, and legally sustainable applicant background investigations reflective of the professional standards of your agency.

The training will guide you through the relevant Federal and State Statutes; up-to-date case law and Supreme Court decisions; and administrative regulations surrounding the selection and employment of personnel. We will also detail Federal and State fair employment laws; public records requirements; EEOC employment guidelines; and ADA legislation and the impact of these regulations on the applicant background investigation and applicant selection.

You will learn which private and governmental internet search engines can provide the most useful background information and data; the type of information to expect from a psychological evaluation; proper procedures for drug screening; and techniques for conducting interviews of applicants, references, previous employers, friends and neighbors. We will also address how to properly document the investigative findings in a comprehensive report.

You will be required to participate in a practical exercise designed to simulate the applicant background investigative process.

Topics include:

- Role of the background investigator
- Ethics and integrity
- Identifying job dimensions
- Background policy and procedure
- Legal issues in background investigations
- ADA employment guidelines
- Psychological screening
- Veteran's preference
- Drug screening issues
- Sources of information
- Conducting background investigations
- Interviewing techniques
- Conducting interviews and oral interview boards
- Completing the final report
- Practical exercise

Audience: Public safety, law enforcement, corrections, human resource, and communications personnel who are involved in the application for employment process, to include: applicant testing or assessment, the interview of applicants, the applicant background investigation, and/or the selection of applicants for employment

Course Fee: \$795

**May 14-18, 2018
St. Petersburg, Florida**

**Course will be held at the:
St. Petersburg College Allstate Center
3200 34th Street South
St. Petersburg, Florida 33711**

* For Florida Officers, this course qualifies for 40 hours of Salary Incentive Credit through St. Petersburg College as "Conducting Background Investigations."

REGISTRATION AND FEES

Full payment must accompany all registrations. You may register online at www.iptm.org and pay with your Visa, MasterCard, Discover or American Express credit card, or you may download a registration form and mail it to IPTM with a check.

CANCELLATION/REFUND POLICY

Complete the Cancellation Request Form and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) are available through IPTM. Please call us at (904) 620-4786 for details.

COURSE CONFIRMATIONS

A minimum number of registrations must be received for a class to run as scheduled. When the minimum criterion has been met, written confirmation will be mailed, faxed, or emailed to you.

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

LODGING

The following hotels have been recommended by the host agency:

- Hampton Inn** - (727) 322-0770
1200 34th Street North; St. Petersburg, FL 33713
- Holiday Inn Express & Suites** - (727) 520-7800
2171 54th Avenue North; St. Petersburg, FL 33714
- Country Inn & Suites** - (727) 545-5777
8050 US Highway 19 North; Pinellas Park, FL 33781
- Sirata Beach Resort & Conference Center** - (727) 897-5200
5300 Gulf Boulevard; St. Petersburg, FL 33706
- Magnuson Hotel Marina Cove** - (727) 867-1151
6800 Sunshine Skyway Lane; St. Petersburg, FL 33711
- La Quinta Inn** - (727) 525-1800
6638 4th Street North; St. Petersburg, FL 33702

To register for this course online, please visit our website at: www.iptm.org



Institute of Police Technology and Management

University of North Florida

Registration Form

STUDENT INFORMATION

First Name: _____ Day Phone: _____
Middle Initial: _____ Student Fax Number: _____
Last Name: _____ Student Email: _____
Address: _____
Address 2: _____
Zip Code: _____
City: _____
State: _____
Occupation (Rank): _____
Employer (Agency Name): _____

Americans with Disabilities Act Program Accessibility:
Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM at least five working days prior to the class.

COURSE INFORMATION

Course Title: _____
Course Dates: _____
Course Location: _____
Course Fee: \$ _____

Full payment must accompany all registrations!

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

PAYMENT INFORMATION

Payment must be submitted with your registration.

Check enclosed for: \$ _____ *Make check payable to: Institute of Police Technology and Management*
 Bill my: Visa MasterCard American Express Discover for \$ _____
Card #: _____ 3- or 4-digit security code: _____
Name as it appears on card: _____ Expiration Date: _____
Email receipt to: _____

CANCELLATION/REFUND POLICY:

Complete the Cancellation Request Form found at www.iptm.org and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows. Refunds will normally be processed in 6-8 weeks.

REGISTERING PERSON'S INFORMATION (If different than student)

Registering Person's Name: _____
Registering Person's Title: _____ Phone Number: _____
Registering Person's Email: _____

Return to: Institute of Police Technology and Management/University of North Florida
12000 Alumni Drive • Jacksonville, Florida 32224-2678
Phone: (904) 620-IPTM (4786) • Fax: (904) 620-2453 • E-mail: info@iptm.org