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

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**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.

**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.

**TRANSPORTATION AND LODGING**
Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. However, hotels in the listed areas offer a special rate to IPTM program participants. For more information, please visit our website at www.iptm.org or call us at (904) 620-IPTM.

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

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