

The Background Investigations Course

Investigation - Start to Finish

Two days = Full Impact



This comprehensive course gives the Background Investigator all the tools to conduct an effective vetting process to ensure only the best applicants are hired. Administrators will gain a thorough exposure of the requisite needs on which to build their Backgrounds Section. Many agencies unknowingly ask illegal questions during their investigation. We will review your forms to ensure you are not one of them.

Each course is tailored to the state in which it is presented and to its attendees.

Topics include:

- Establishing legal rejection criteria and policy
- Construction and presentation of the Personal History Form
- A step-by-step tutorial on conducting the Initial Background Interview (Integrity Interview)
- Interview techniques that work and common errors
- How to organize the Background Investigation file
- Polygraphs, Forensic Statement Analysis, and other truth-seeking technology
- A step-by-step tutorial for conducting a complete and defensible Background Investigation
- Legal considerations with regard to Americans with Disabilities Act (ADA), the Federal Fair Credit Reporting Act (FFCRA), the Federal Bankruptcy Code, the Equal Employment Opportunity Commission (EEOC) and others...
- Tips on preparing and presenting Background Investigation reports
- Agency and legal relationships
- Records retention and inter-agency cooperation
- Negligent Referrals and tips on breaking down investigative road blocks
- Social Media, Tattoos, PTSD, and other hot topics
- Actual Case Study discussion
- Officer Safety considerations while conducting Background Investigations

~ **Attendees receive a Resource Manual and a wide assortment of commonly used forms.**

Our Instructors are law enforcement officers, working backgrounds, with more than 50 years of combined investigative experience in both urban and rural law enforcement agencies.

Participants remark that our courses are the “best they’ve ever attended”, and are “well prepared, presented, and structured.”

Richard Whitehead & Associates LLC

<http://rickwhitehead.com/>

or

Call: 512.825.3821