

Conducting Background Investigations:

The Hiring Process from Recruiting to Selecting the Right Person

Investigations

Register Here:

www.dirigosafety.com

Date:

January 16, 2019

0800-1600

Cost:

\$99

Location:

Bangor Police Department

240 Main Street

Bangor, ME



Instructor: Chief Shawn O'Leary- Winslow PD Chief with over 32 Years as a law enforcement officer, 14 at the command level

We are the gate keepers of our profession

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 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 techniques for conducting interviews with applicants, references, previous employers, friends, and neighbors. We will also address how to document the investigative findings in a comprehensive report properly.

Role of the background investigator:

- Dealing with a changing culture and the problems of today's police applicants.
- Role of the background investigator
- Background policy & procedure and to meet the Maine Law Enforcement Accreditation Program standards (MLEAP)
- Legal issues in background investigations
- ADA employment guidelines
- Investigative sources of information and data
- Conducting the background investigation
- Proper interview techniques
- Factual and objective background reports
- Preparing your report to assist the polygraph examiner and psychologist



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