

## About the course:



*“...the importance of conducting background investigations...”*

### Conducting Employment Background Investigations”

Employment background investigations are some of the most important investigations undertaken by a law enforcement agency. They directly affect which applicants are or are not accepted as members of the agency, and as a result, may directly influence the future success of the agency. The purpose of this 1 day seminar is to educate the student on the employee hiring process and how the employment background investigation fits into that process. The importance of conducting thorough and complete background investigations will be reviewed. In addition, the steps to accomplish that task will be detailed. Finally, ethics issues related to the employment process will be reviewed.

## About the instructors:



**Mr. Ronald P. Schneider** had a 33 year career in the Ohio State Highway Patrol and retired in 2019. His last assignment was as a Sergeant assigned to the Office of Investigative Services where he was in charge of all background investigations in NE Ohio. He has also investigated numerous crimes to include homicides, suicides, felonious assaults and vehicular homicides.

**Mr. William Bancroft** had a 29 year career in the Ohio State Highway Patrol and retired in 2017. His last assignment was as a Lieutenant assigned to the Office of Investigative Services where he also conducted hundreds of background investigations. He also served as a field supervisor and aviation pilot during his career. Both are co-owners of Risk Management LLC.

## ABOUT THE TOPICS:

- The hiring and employment process
- Ethical issues related to hiring personnel
- Legally defensible background investigation policy
- How the employment background investigation fits into the hiring process
- How the polygraph can enhance the hiring process
- Accessing numerous information sources (including sealed records) Specific interviewing techniques
- Authenticity of documents
- ADA impact on the hiring process
- Credit bureau reports
- Specific interviewing techniques
- Fingerprinting individuals for employment purposes
- How to generate a concise, objective, in-depth background report

## REGISTRATION INFORMATION

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
FAX \_\_\_\_\_ e-mail \_\_\_\_\_

**Registration Fee:**  
**\$130.00**

### Training Site:

**Brooklyn Police  
Department  
8000 Memphis Avenue  
Brooklyn, Ohio**

#### **4 WAYS TO REGISTER:**

**On Line: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)**

**Mail:** North Coast Polytechnic Institute  
Attn: William D. Healy, Director  
6688 Steinbeck Court  
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Phone (440) 353-0796

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**Fax:** (440) 353-0797

Office Use Only:	Employment Background Investigation
School No	Brooklyn PD

**WEB: [ncpi-ohio.com](http://ncpi-ohio.com)**

*Check our web listing for further up & coming  
seminars & registration.*

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**presents**

## Conducting Employment Background Investigations



Hosted by the

**Brooklyn  
Police  
Department**

**Tuesday  
April 21, 2026  
8:00 AM – 4:30 PM**