

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 2 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:



Mrs. Rayetta Kanters had 25 years in law enforcement in May 2020. She retired from the Ohio State Highway Patrol on May 29, 2020. Rayetta was assigned to the Office of Investigative Services. She had been assigned to OIS since 2002 where she had been exposed to a variety of criminal investigations as well as conducting numerous background investigations. Prior to joining the Patrol, Rayetta graduated from Ashland University in 1994 earning a Bachelor of Science degree in Criminal Justice.

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

Each student will receive a CD-ROM containing every policy, checklist, release form, and information request form needed to complete a thorough background investigation, along with a state-of-the-art template style report and an example report".

REGISTRATION INFORMATION

Name _____
Agency _____
Address _____
City _____ State _____
Zip _____ Phone _____
FAX _____ e-mail _____

Registration Fee:
\$200.00

Training Site:

Brook Park Police Department
17401 Holland Road
Brook Park, Ohio 44142

4 WAYS TO REGISTER:

On Line: www.ncpi-ohio.com

Mail: North Coast Polytechnic Institute
Attn: William D. Healy, Director
6688 Steinbeck Court
North Ridgeville, Oh 44039
Phone (440) 353-0796

e-mail: info@ncpi-ohio.com

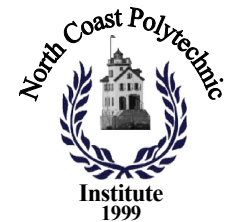
Fax: (440) 353-0797

Office Use Only:	Employee Background Inv
School No	Brook Park PD
September 29-30, 2020	

WEB: ncpi-ohio.com

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

North Coast Polytechnic Institute
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Conducting Employment Background Investigations



Co-hosted by

**Brook Park
Police
Department**

Tuesday-Wednesday

**Sept 29-30,
2020**