

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 will have 25 years in law enforcement in May 2020. She will retire from the Ohio State Highway Patrol **May 29, 2020. Rayetta is** assigned to the Office of Investigative Services. She has been assigned to OIS since 2002 where she has 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
May 20-21, 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**

Wed - Thurs

**May 20-21,
2020**

**8:00 AM – 4:30 PM
each day**