

## 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:



Mr. Richard Graber had a 34 year law enforcement career prior to his retirement from the Ohio State Highway Patrol in 2012. His last assignment was as a Sergeant assigned to the Office of Investigative Services. He was in charge of all criminal and background investigations conducted in the northern Ohio area. During his career, he conducted numerous background investigations. In addition, he has served as an instructor who was responsible for training all new background investigators. Mr. Graber is a polygraphist having graduated from the National Training Center of Polygraph Science in New York. He also developed an in-depth “Employment Background Investigation” course for the OSHP which has been adopted statewide.

## 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:**

**Lakeland Community College  
Holden University Center  
4242 State Route 306  
Kirtland, OH 44094**

**4 WAYS TO REGISTER:**

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

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

**e-mail: [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)**

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

Office Use Only: Employee Background Inv  
School No Lakeland Comm Coll  
April 24-25, 2019

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

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

Northcoast Polytechnic Institute  
Attn: Mr. William D. Healy, Director  
6688 Steinbeck Court  
North Ridgeville, Ohio 44039  
Phone: 440-353-0796  
Fax: (440) 353-0797  
e-mail: [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)  
Web: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)



***presents***

**Conducting Employment  
Background  
Investigations**



Co-hosted by

**Lakeland  
Community  
College**

**Wed - Thurs**

**April 24-25,  
2019**

**8:00 AM - 4:30 PM  
each day**