

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. 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

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:

**Cleveland Metroparks
Police Department
4600 Valley Parkway
Fairview Park, Ohio**

4 WAYS TO REGISTER:

On Line: 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


Fax: (440) 353-0797

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| Office Use Only: | Employment Background Investigation |
| School No | Metroparks PD |

WEB: 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
 Web: www.ncpi-ohio.com




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**Conducting Employment
Background
Investigations**



Co-hosted by

**Cleveland
Metroparks
Police
Department**

Tues - Wed

**October 18-19,
2022**

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