

AJ 205.17 Course Outline as of Spring 2012**CATALOG INFORMATION**

Dept and Nbr: AJ 205.17 Title: BACKGROUND INVESTIG

Full Title: Background Investigation

Last Reviewed: 11/25/1996

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	40.00	1	Lecture Scheduled	40.00
Minimum	1.00	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	40.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 80.00

Total Student Learning Hours: 120.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

This course is designed for those individuals who conduct preemployment personnel background investigations for public safety employment. The student will be introduced to the federal and state fair employment laws, job dimensions, job traits, and essential functions of the background investigator. The student will understand the role and responsibilities of the investigator in the preemployment background investigation process, and will gain the ability to conduct effective preemployment interviews as well as how to document a thorough preemployment background investigation.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: The background investigation student will understand the responsibilities in the pre-employment background investigation process, how to conduct pre-employment interviews, how

to evaluate suitability for employment, and how to document a thorough background investigation. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

The student will:

1. Identify and understand the State and Federal statutes relating to employment.
2. identify the reasons for the background investigation.
3. demonstrate knowledge of the techniques of interviewing.
4. Identify the psychological screening requirements of pre-employment candidates for employment.
5. Demonstrate the use of a polygraph examination for pre-employment investigations.
6. identify the source of information available to the background investigations.
7. Demonstrate knowledge of the P.O.S.T. compliance inspection.
8. demonstrate competence in articulating the documentation and narrative for the background investigation.
9. identify the 15 validated job dimensions.
10. Demonstrate knowledge of the American Disabilities Act (ADA) as it relates to conducting pre-employment inquiries.

Topics and Scope:

1. Reasons for the investigation.
 - a. law
 - b. commission
 - c. benefits

2. Role of the investigation
 - a. objective, thorough legal
 - b. professional standards
3. Legal aspects
 - a. Federal law and regulations
 - b. State law and regulations
 - c. pre-employment inquiries
 - d. consequences-violation and of the law
 - e. confidentiality
 - f. dimensions validated for investigation
4. Interviews
 - a. fundamentals
 - b. preparation
 - c. initial applicant interview
 - d. contacts
 - e. discrepancy
 - f. documentation
 - g. withdrawal
5. Information sources
 - a. POST Personal History Statement (PHS)
 - b. employment history records
 - c. medical history
 - d. credit/financial
 - e. personal contacts
 - f. educational history
 - g. military/governmental records
 - h. criminal/civil
 - i. psychological
 - j. polygraph
 - k. methodology
 - l. Marriage records
6. Background investigation report
 - a. purpose
 - b. content
 - c. format
 - d. documentation
7. Strategies for Effective Cultural Contacts
 - a. Patience
 - b. Effective listening
 - c. Clear message
 - d. Non verbal communication factors
 - e. Body language
8. Americans with Disabilities Act (ADA)
 - a. EEOC Issues
 - b. Laws relating to ADA Issues
 - c. Discrimination based on actual or perceived disability

Assignment:

The student will:

1. develop a resource document on contemporary issues and procedures.

2. discuss the values-principles and ethics published by their agenda.
3. develop scenarios on failures during the F.T.O. program.
4. develop scenarios on failures during the Basic Academy.
5. conduct an interview of a pre-employment candidate.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Reading reports, SCENARIO DEV. & NAR. REPORT

Writing
5 - 20%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Field work, INTERVIEW TECH. ASSESSMENT

Problem solving
20 - 40%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams

Skill Demonstrations
20 - 60%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

Selected handouts by Instructor.
Contemporary literature, excerpts from Title VII, and state codes, state publications.