

CATALOG INFORMATION

Dept and Nbr: AJ 350

Title: BACKGROUND INVESTIGATION

Full Title: Background Investigation

Last Reviewed: 8/27/2018

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---------|------|-----------------------|-------|--------------|--------------------|-------|
| Maximum | 0.50 | Lecture Scheduled | 0 | 1 | Lecture Scheduled | 0 |
| Minimum | 0.50 | Lab Scheduled | 32.00 | 1 | Lab Scheduled | 32.00 |
| | | Contact DHR | 0 | | Contact DHR | 0 |
| | | Contact Total | 32.00 | | Contact Total | 32.00 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 0.00

Total Student Learning Hours: 32.00

Title 5 Category: AA Degree Non-Applicable

Grading: P/NP Only

Repeatability: 21 - Legally Mandated Repetition

Also Listed As:

Formerly:

Catalog Description:
This course will orient students to the responsibilities in the public safety pre-employment background investigation process, including how to conduct pre-employment interviews, evaluate suitability for employment and related documentation for a thorough background investigation.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:
Must possess basic POST certificate or equivalent.

Schedule of Classes Information:
Description: This course will orient students to the responsibilities in the public safety pre-employment background investigation process, including how to conduct pre-employment interviews, evaluate suitability for employment and related documentation for a thorough background investigation. (P/NP Only)
Prerequisites/Corequisites:

Recommended:

Limits on Enrollment: Must possess basic POST certificate or equivalent.

Transfer Credit:

Repeatability: Legally Mandated Repetition

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| | | | |
|----------------------|----------------------|-------------------|------------------|
| AS Degree: | Area | Effective: | Inactive: |
| CSU GE: | Transfer Area | Effective: | Inactive: |
| IGETC: | Transfer Area | Effective: | Inactive: |
| CSU Transfer: | | Effective: | Inactive: |
| UC Transfer: | | Effective: | Inactive: |

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Describe the background investigation process.
2. Demonstrate the responsibilities involved in conducting a public safety pre-employment background investigation.
3. Explain the role of the California Commission on Peace Officer Standards and Training (POST) as a resource for conducting a pre-employment background investigation.
4. Recognize the laws and regulations involved in the background investigation process.

Objectives:

At the conclusion of this course, the student should be able to:

1. List the reasons for conducting pre-employment background investigations.
2. Describe the roles and responsibilities of the background investigator, appointing agencies, and POST with respect to the selection of peace officer and public safety dispatcher applicants.
3. Compile a background investigation report and evaluate suitability of applicant for employment.
4. Categorize the POST background dimensions and required areas of background investigation in relationship to the background investigation process.
5. Recognize the legal aspects of pre-employment background investigations.
6. Identify devices for detection of deception and the purpose of the pre-employment psychological examination.

Topics and Scope:

I. Background Investigation Process

- A. Reasons for conducting pre-employment background investigation
- B. Roles and responsibilities of background investigator, agency, and POST

- C. POST Background Dimensions
- D. Required areas of background investigation
- II. Legal Aspects
 - A. Federal and state statutes and fair employment regulations
 - B. Federal and state disability law and regulations
 - C. Criminal and civil liability considerations
 - D. Confidentiality and disclosure of information
 - E. Medical and psychological screenings
 - F. Access to personnel and personal records and information
 - G. Disqualifiers and undetected criminal conduct
 - H. Restraining and family support orders and domestic situations
 - I. Lawful inquiry areas
 - J. Devices for detection of deception
- III. Identification, Acquisition, and Verification of Pre-Employment Background Information
 - A. POST Personal History Statement forms (PHS) or equivalent
 - B. Employment, financial, and educational history records
 - C. References and neighborhood checks
 - D. Military service
 - E. Department of Motor Vehicles (DMV)
 - F. Law enforcement agencies
- IV. Documentation
 - A. Narrative reports
 - B. Investigative summaries
 - C. Supporting documents
 - D. Evaluate findings and summarize suitability
 - E. Organization
 - F. POST compliance inspection

Assignment:

1. Must meet POST attendance regulation
2. Personal history statement worksheets (5-10)
3. Personal history statement analysis

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.

None

Writing
0 - 0%

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

Evaluate personal history analysis

Problem solving
30 - 40%

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

None

Skill Demonstrations
0 - 0%

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.

Attendance and participation

Other Category
60 - 70%

Representative Textbooks and Materials:
Instructor prepared materials