

Non-Certified Officer Selection Process Applicant Background Investigation

IR#	
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Applicant Name:			
Completed by:		Date:	

This Background Investigation Includes	#
<input type="checkbox"/> Employment History (Number of Interviews/All Employers)	
<input type="checkbox"/> Applicant References Interviews - Number of Interviews (<i>Min of 3</i>)	
<input type="checkbox"/> Non-Listed References Interviews - Number of Interviews (<i>Min of 3</i>)	
<input type="checkbox"/> Copy of Criminal Record	
<input type="checkbox"/> Copy of Driving Record	
<input type="checkbox"/> In-Home Interview Summary	
<input type="checkbox"/> Additional Contacts Made (financial institutions, local law enforcement agencies)	
<input type="checkbox"/> Background Investigator's Summary	

Additional Supportive Material (List)

PRESENT EMPLOYMENT

Person Contacted:		Title:	
Company:			Telephone:
This interview was conducted:	<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone	
This interview was conducted by:			Date:
1. Start and end dates for this individual.	Start	End	
2. Job title or duties.			
3. In your opinion, what are the individual's strengths?			
4. In your opinion, what are the individual's weaknesses?			
5. How was / is the candidate viewed by his or her peers, supervisors, and or subordinates.			
6. Why did the individual leave your company?			
7. Is this individual eligible for re-hire?	Yes	No	Can't Respond
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you able to offer any information or comments regarding the applicant that relate to the following traits that are key to a successful career in law enforcement:			
a.	Reliable		
b.	Trustworthy & Honest		
c.	Handles Stress & Frustration		
d.	Works with Others		
e.	Motivated		
f.	Problem Solving		
g.	Communication Skills		
9. Is there anything else you would like to add regarding this individual?			

CURRENT CO-WORKER (1 of _____)

Person Contacted:		Title:	
Company:		Telephone:	
This interview was conducted:	<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone	
This interview was conducted by:		Date:	

1. In your opinion, what are the individual's strengths?		
2. In your opinion, what are the individual's weaknesses?		
3. How was / is the candidate viewed by his or her peers, supervisors, and or subordinates.		
4. Are you able to offer any information or comments regarding the applicant that relate to the following traits that are key to a successful career in law enforcement:		
a.	Reliable	
b.	Trustworthy & Honest	
c.	Handles Stress & Frustration	
d.	Works with Others	
e.	Motivated	
f.	Problem Solving	
g.	Communication Skills	
5. Is there anything else you would like to add regarding this individual?		

PREVIOUS EMPLOYMENT (1 of _____)

Person Contacted:		Title:	
Company:		Telephone:	
This interview was conducted:	<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone	
This interview was conducted by:			Date:
1. Start and end dates for this individual.	Start	End	
2. Job title or duties.			
3. In your opinion, what are the individual's strengths?			
4. In your opinion, what are the individual's weaknesses?			
5. How was / is the candidate viewed by his or her peers, supervisors, and or subordinates.			
6. Why did the individual leave your company?			
7. Is this individual eligible for re-hire?	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Can't Respond <input type="checkbox"/>
8. Are you able to offer any information or comments regarding the applicant that relate to the following traits that are key to a successful career in law enforcement:			
a.	Reliable		
b.	Trustworthy & Honest		
c.	Handles Stress & Frustration		
d.	Works with Others		
e.	Motivated		
f.	Problem Solving		
g.	Communication Skills		
9. Is there anything else you would like to add regarding this individual?			

REFERENCE (1 of _____)

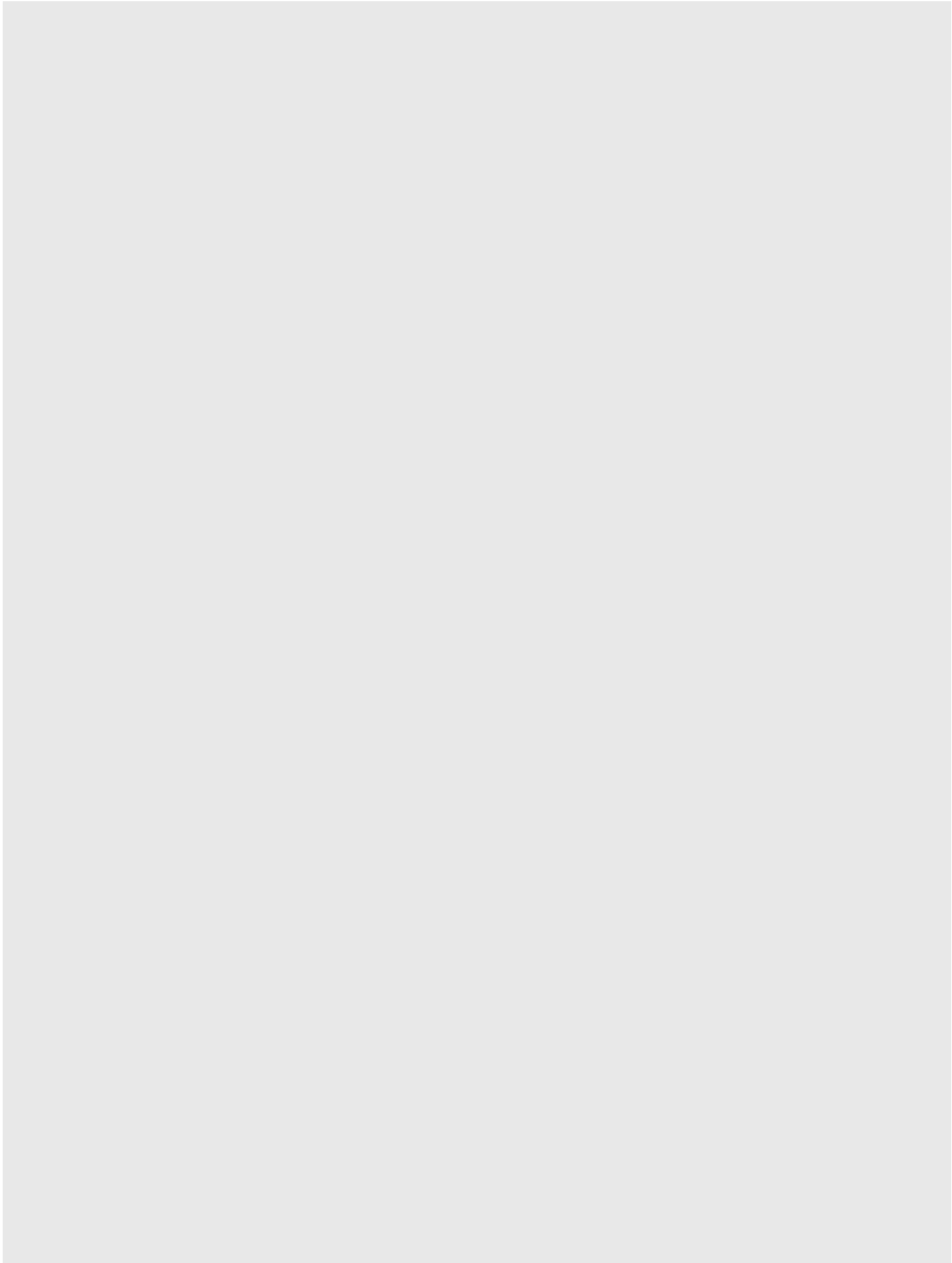
Person Contacted:			
Address:		Telephone:	
Occupation:			
This interview was conducted:	<input type="checkbox"/>	In Person	<input type="checkbox"/>
			By Phone
This interview was conducted by:			Date:
How long have you known the applicant?			
How did you become acquainted with the applicant?			
1. In your opinion, what are the individual's strength?			
2. In your opinion, what are the individual's weaknesses?			
3. Are you able to offer any information or comments regarding the applicant that relate to the following traits that are key to a successful career in law enforcement:			
a.	Reliable		
b.	Trustworthy & Honest		
c.	Handles Stress & Frustration		
d.	Works with Others		
e.	Motivated		
f.	Problem Solving		
g.	Communication Skills		
4. Is there anything else you would like to add regarding this individual?			

Additional Reference Notes:

NON- REFERENCE (1 of _____)

Person Contacted:			
Address:		Telephone:	
Occupation:			
This interview was conducted:	<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone	
This interview was conducted by:			Date:
How long have you known the applicant?			
How did you become acquainted with the applicant?			
1. In your opinion, what are the individual's strength?			
2. In your opinion, what are the individual's weaknesses?			
3. Are you able to offer any information or comments regarding the applicant that relate to the following traits that are key to a successful career in law enforcement:			
a.	Reliable		
b.	Trustworthy & Honest		
c.	Handles Stress & Frustration		
d.	Works with Others		
e.	Motivated		
f.	Problem Solving		
g.	Communication Skills		
4. Is there anything else you would like to add regarding this individual?			

Additional Non Reference Notes



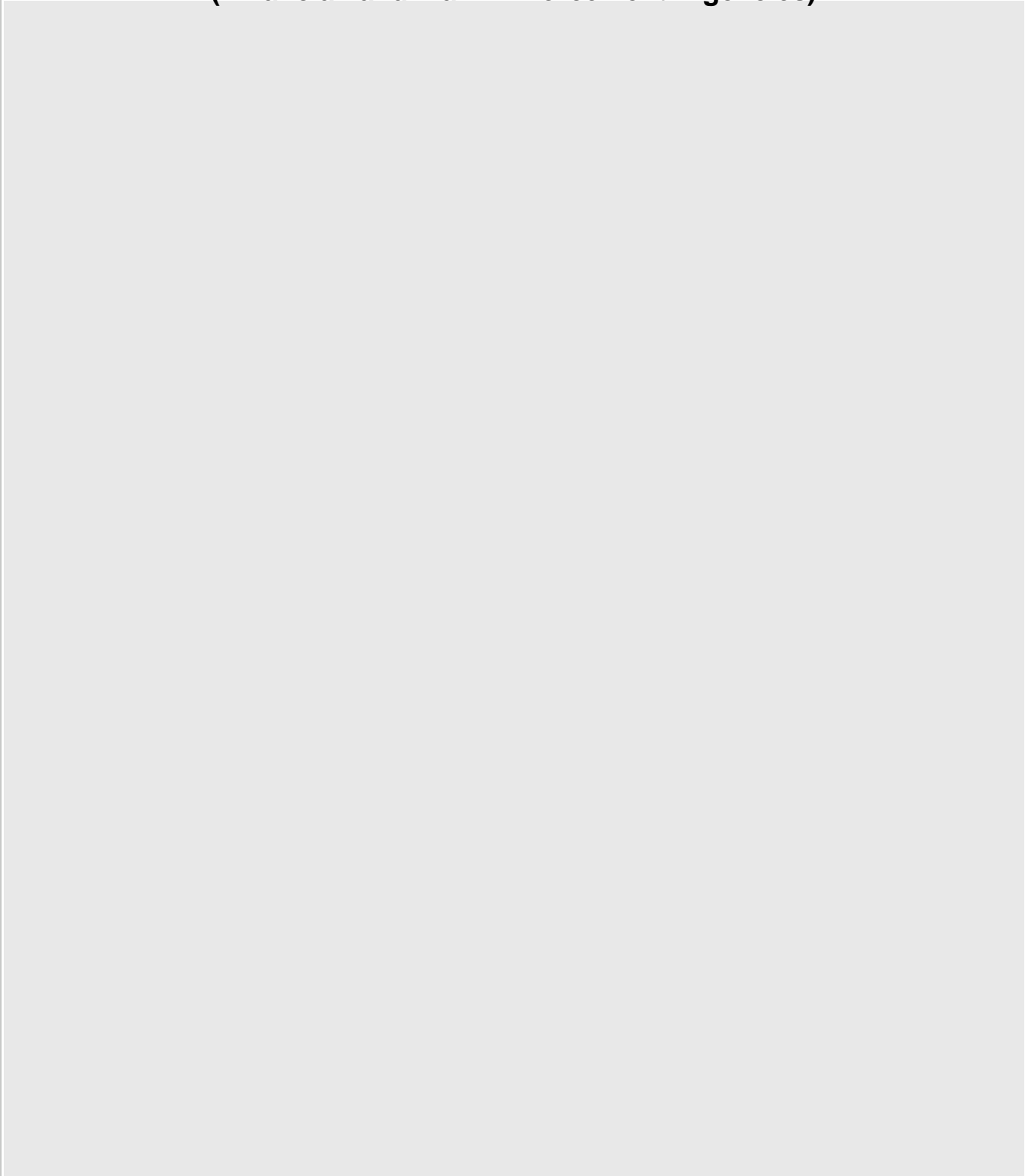
PERSONAL INTERVIEW WITH APPLICANT AND SPOUSE (if applicable)

Ask the following questions, completing the section below. Include any relevant comments made by the applicant or spouse in the space provided. Any questions answered "No" must be explained in the comments section.

	Yes	No
Are you completely satisfied with the information you have supplied the agency on your application, drug/alcohol questionnaire, or criminal activity forms? Keep in mind, if there are any errors or omissions discovered at a later date, it may seriously affect your chances for employment with the agency.	<input type="radio"/>	<input type="radio"/>
Are you willing to move at your own expense (the first time) to a location, which may be quite different than what you are accustomed to?	<input type="radio"/>	<input type="radio"/>
Will your family be able to adjust to the possibility that, if hired, you may be unable to attend certain school functions or other activities?	<input type="radio"/>	<input type="radio"/>
If you are successful and become a sworn officer, you are expected to set a good example in the community. Does your standard of living, to include conduct on and off work, meet these requirements at the present time?	<input type="radio"/>	<input type="radio"/>
Will you be able to meet your family obligations on the salary the State of Nebraska will pay you?	<input type="radio"/>	<input type="radio"/>
Will you be comfortable in the fact that, after the probation period ends, each officer patrols alone?	<input type="radio"/>	<input type="radio"/>
Did you complete the on-line personal history questionnaire yourself?	<input type="radio"/>	<input type="radio"/>
For the spouse or significant other: Are you honestly supportive of your spouse's efforts to become a law enforcement officer?	<input type="radio"/>	<input type="radio"/>

EXPLANATIONS / COMMENTS:

**ADDITIONAL CONTACTS MADE
(Financial and Law Enforcement Agencies)**



IN-HOME INTERVIEW

Discuss the following items below at the in-home interview:

- ❖ Background Investigation and Selection Board
- ❖ Steps left in process after the Conditional Offer of Employment:
 - Polygraph Exam - if applicable
 - Psychological Exam/Interview
 - Complete Medical Examination
 - Final Interview
- ❖ NLETC / Schedule
 - **Class #** _____
 - **Start-** _____
 - **Graduation-** _____
 - Probationary period
 - Officer Candidate Training Agreement (discuss only)
 - Uniform, Firearms, Leather, Vehicle, Residency requirement, etc.
 - Salary & Benefits (Sick & Vacation Leave)
 - Equal Opportunity Employer

IN-HOME INTERVIEW SUMMARY

NAME OF INVESTIGATOR:

DATE:

INDIVIDUALS PRESENT AT INTERVIEW:

Narrative of in-home interview observations should be provided below

For example: Sincerity to become a law enforcement officer, Communication Skills, Presentable dress and home living conditions, Understands the demands of the position.

BACKGROUND INVESTIGATOR TO COMPLETE ONLY WITH APPLICANT NOBODY ELSE TO BE PRESENT WHEN THESE QUESTIONS ARE ASKED OF THE APPLICANT.

A. Attitude

1. Describe the last time you got angry?

[Redacted]

2. When was the last time you became violent because of your anger?

[Redacted]

B. Employment

1. What places of employment have you intentionally omitted from your application?

[Redacted]

2. Have you ever been terminated from employment for any reason?

[Redacted]

3. What have you taken or stolen from an employer regardless of monetary value?

[Redacted]

C. Alcohol

1. Describe your definition of being under the influence of alcohol.

[Redacted]

2. Describe the last time you drove a vehicle under the influence. Estimate how many times you've done this in the past two years.

[Redacted]

3. Report any times you have ever procured alcohol for a minor. Describe the situation(s).

[Redacted]

D. Drugs

1. What types of drugs have your spouse, partner, or roommate(s) been involved with while you lived with them?

[Redacted]

2. When was the last time you were present at a private gathering or party where any drugs were being used?

[Redacted]

3. When did you last use a prescribed drug not prescribed to you?

[Redacted]

E. Military Service

1. While in the Service, were you ever charged with a violation of the Uniform Code of Military Justice?

[Redacted]

2. Have you ever been the subject of any military investigation? Explain.

[Redacted]

3. Explain any information you withheld about your drug usage or criminal activity prior to entering the military.

[Redacted]

F. Driving Record

1. As a driver, how many motor vehicle accidents have you been involved in?

[Redacted]

2. What motor vehicle accidents have you been involved in that you failed to report, either to law enforcement or to the owner of the other property involved?

[Redacted area]

3. Has your driver's license ever been restricted, suspended, or revoked?

[Redacted area]

G. Credit Status and Debts

1. Do you know your credit rating? Do you feel your credit is good why?

[Redacted area]

2. What unpaid debts do you currently have that are past due and for how long?

[Redacted area]

H. Criminal Activity

1. When was the last time you were contacted by law enforcement as a possible suspect for any kind of criminal investigation?

[Redacted area]

2. When was your last physical fight? How many fights have you been involved in during the past year?

[Redacted area]

3. Have you ever been involved in any domestic violence act involving a spouse or former spouse, children, someone you have resided with currently or in the past, someone you share a child with, or someone with whom you are currently in a dating relationship? Explain.

[Redacted area]

4. When was the last time you covered up for someone who committed a crime?

[Redacted area]

5. Describe any times when you pushed, hit, slapped, punched, kicked, or physically harmed someone you cared about?

[Redacted area for answer to question 5]

6. Has a temporary restraining or protection order ever been issued against you? How many times did you violate the order(s)? Or could have been in violation of?

[Redacted area for answer to question 6]

I. In your lifetime, have you ever done the following? If so, please explain.

1. Taken money that did not belong to you?

[Redacted area for answer to question I.1]

2. Coerce someone to send naked pictures of themselves to you?

[Redacted area for answer to question I.2]

J. The Job

1. What are your personal thoughts on taking a life to protect a citizen, fellow officer, or yourself?

[Redacted area for answer to question J.1]

2. How does death or the sight of blood make you feel?

[Redacted area for answer to question J.2]

3. What have you done to prepare yourself for this position?

[Redacted area for answer to question J.3]

K. Additional Questions

1. What type(s) of alcohol have you consumed in the last 24 hours? Explain.

[Redacted area for answer to question K.1]

2. Are any of your current friends or associates felons?

[Redacted area]

3. Are any of your friends or associates required to be registered as a sex offender?

[Redacted area]

L. Have you answered truthfully all of the questions asked of you today?

Yes

No

END OF QUESTIONS

ENDORSEMENT RECOMMENDATION FOR:	
Background Investigator:	

<input type="radio"/>	Endorse
<input type="radio"/>	Do Not Endorse

Explanation:

Signature:		Date:	
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