



Training in St. Petersburg, Florida!

Police Applicant Background Investigation

(40 Hours)

This course will provide you with the knowledge and skills to conduct objective, thorough, and legally sustainable applicant background investigations reflective of the professional standards of your agency.

The training will guide you through the relevant Federal and State Statutes; up-to-date case law and Supreme Court decisions; and administrative regulations surrounding the selection and employment of personnel. We will also detail Federal and State fair employment laws; public records requirements; EEOC employment guidelines; and ADA legislation and the impact of these regulations on the applicant background investigation and applicant selection.

You will learn which private and governmental internet search engines can provide the most useful background information and data; the type of information to expect from a psychological evaluation; proper procedures for drug screening; and techniques for conducting interviews of applicants, references, previous employers, friends and neighbors. We will also address how to properly document the investigative findings in a comprehensive report.

At the conclusion of the course, you will participate in a practical exercise designed to simulate the applicant background investigative process.

Topics include:

- Role of the background investigator
- Identifying job dimensions
- Background policy and procedure
- Legal issues in background investigations
- ADA and hiring
- Psychological screening
- Veteran's preference
- Drug screening
- Sources of information and data
- Conducting the background investigation
- Proper interviewing techniques
- Factual and objective background reports
- Practical exercise

Audience: Public safety, law enforcement, corrections, human resources, and communications personnel who are involved in the application for employment process, to include: applicant testing or assessment, the interview of applicants, the applicant background investigation, and/or the selection of applicants for employment.

This course is restricted to sworn and non-sworn law enforcement personnel.

Course Fee: \$895

April 8-12, 2024

St. Petersburg College Allstate Center
3200 34th Street South
St. Petersburg, FL 33711

Register online at www.IPTM.org

REGISTRATION AND FEES

Full payment must accompany all registrations. You may register online at www.IPTM.org and pay with your Visa, MasterCard, Discover or American Express credit card, or you may download a registration form and mail it to IPTM with a check.

CANCELLATION/REFUND POLICY

Complete the Cancellation Request Form and return it to IPTM. No telephone cancellations will be accepted. A 20% administrative fee will be assessed to all refunds if the cancellation request is received within 14 days of the course start date. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course. No refunds will be given for no-shows.

LODGING

Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. For more information, please visit our website at www.IPTM.org or call us at (904) 620-4786.

COURSE CONFIRMATIONS

A minimum number of registrations must be received for a class to run as scheduled. When the minimum criterion has been met, you will receive confirmation by email.

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.



Institute of Police Technology and Management

University of North Florida

Registration Form

STUDENT INFORMATION

First Name: _____ Day Phone: _____

Middle Initial: _____ Student Fax Number: _____

Last Name: _____ Student Email: _____

Address: _____

Address 2: _____

Zip Code: _____

City: _____

State: _____

Occupation (Rank): _____

Employer (Agency Name): _____

Americans with Disabilities Act Program Accessibility:
Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM at least five working days prior to the class.

COURSE INFORMATION

Course Title: _____

Course Dates: _____

Course Location: _____

Course Fee: \$ _____

Full payment must accompany all registrations!

Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.

PAYMENT INFORMATION

Payment must be submitted with your registration.

Check enclosed for: \$ _____ *Make check payable to: Institute of Police Technology and Management*

Bill my: Visa MasterCard American Express Discover for \$ _____

Card #: _____ 3- or 4-digit security code: _____

Name as it appears on card: _____ Expiration Date: _____

Email receipt to: _____

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REGISTERING PERSON'S INFORMATION (If different than student)

Registering Person's Name: _____

Registering Person's Title: _____ Phone Number: _____

Registering Person's Email: _____

Return to: Institute of Police Technology and Management/University of North Florida
12000 Alumni Drive • Jacksonville, Florida 32224-2678
Phone: (904) 620-IPTM (4786) • Fax: (904) 620-2453 • E-mail: info@iptm.org