

# **MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS**



## **ADVISORY STANDARD AND SELECTED BEST PRACTICES FOR BACKGROUND INVESTIGATIONS**

**2019**

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## **Introduction**

State statutes require law enforcement agencies to conduct thorough and comprehensive background investigations of those who will be licensed as fully empowered law enforcement officers in the state of Michigan. A comprehensive background investigation is perhaps the most important component of the hiring process because it helps agencies select only those who are the best fit for both the organization and the communities they serve. Those hired must be able to perform the core tasks of the position of entry-level patrol officer and have the requisite underlying attributes to function from a perspective of procedural justice. The job tasks of an entry-level law enforcement officer are continually evolving, and community residents expect officers to treat them fairly and respectfully.

In 2019, the Michigan Commission on Law Enforcement Standards adopted this Guide as an Advisory Standard. The purpose of this Guide is to assist investigators in their efforts to obtain the necessary and relevant information on an applicant's background, as part of the agency's overall selection and hiring process. These investigative tasks can be challenging, and often time consuming, and a set of best practices can be an important resource for those assigned to conduct the backgrounds. Thorough work done at the beginning of the hiring process, with attention to detail, can help agencies select the right applicant for the right reasons.

The best practices outlined in this Guide are not intended to take the place of training for background investigators. Instead, they can be a practical resource when conducting applicant screening procedures. Best practices can also help ensure agencies comply with all applicable minimum standards for licensure and that their process is consistent with fair employment practices. The basic steps in this Guide explain what information to gather, and document, and how that information can help inform hiring decisions.

The Guide also contains additional reference resources that may be of use to you and your agency in conducting comprehensive background investigations for law enforcement officer applicants.

## **Acknowledgements**

The Michigan Commission on Law Enforcement Standards (MCOLES) follows established protocols for research and development. This approach ensures that all affected parties (stakeholders) and those with content expertise are involved from the beginning. This process includes gathering and reviewing relevant research in the subject area, facilitating input from Michigan subject-matter-experts (SMEs), the law enforcement community (line officers and administrators), the training delivery system (academy directors and instructors), and pilot testing the work product (advisory standard) prior to full implementation.

MCOLES acknowledges the contributions of the following individuals from the Michigan law enforcement community who participated as subject-matter-experts during the development phase of the Advisory In-Service Standard in Selected Best Practices for Background Investigations. MCOLES staff facilitated work sessions with these individuals in order to take full advantage of those in the Michigan law enforcement community who have the requisite knowledge and expertise in background investigations.

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## **Background**

In 2016, Governor Snyder directed MCOLES to undertake a study and produce a public report that addresses public trust and confidence in law enforcement in Michigan. The Commission conducted its work along three lines of inquiry, which include community engagement, training, and recruiting. MCOLES sought public comment and input, examined the literature, and talked to criminal justice professionals and practitioners across the state about community engagement programs, effective recruiting practices, and training methods.

The findings of this report, titled *Fostering Public Trust in Law Enforcement in Michigan*, validate the importance of effective screening procedures and agency transparency. The report further gleaned that the public holds honesty, integrity and compassion as the top qualities for law enforcement officers. Police agency visibility and community programs were rated as the most important ways to build strong and trusting relationships between the police and local communities.

## **Statutory Framework**

The background investigation is one component of the larger recruiting and hiring procedures. The hiring process may include written examinations, performance exercises, oral board interviews, and medical and psychological screening. Agencies must be aware of the legal framework in which they are working. If administrators anticipate potential legal issues, they should contact their labor counsel or legal advisor for advice. Statutory resources include:

- Michigan Commission on Law Enforcement Standards Act (MCL 28.601-635)
- Americans with Disabilities Act (42 USC 12101)
- Persons with Disabilities Civil Rights Act (MCL 37.1101 et. seq)
- Title VII of the 1964 Civil Rights Act (42 USC 2000e et. seq).
- Law Enforcement Officer Separation of Service Record Act (MCL 28.561-565)

## **Best Practices for Background Investigations**

The Guide is organized according to the entry-level criteria promulgated by MCOLES for licensure as law enforcement officers. Entry-level standards are posted on the MCOLES website. Each of the sections include the hiring standard, information to be collected by the background investigator, and advisory screening practices. Some sections also include “Investigator Notes” for further direction.

In addition, the nature and extent of the background investigation will vary from agency to agency, depending on budgets, availability of personnel, resources, time, and other factors. To help in this regard, the Guide is organized according to “good”, “better”, and “best” practices. The expectation is that all agencies match at least the “good” level of investigative practices.

## **Best Practices for Background Investigations (continued)**

It should be noted that MCOLES sets the **minimum** selection standards for law enforcement licensure. However, MCOLES encourages each agency to develop more rigorous hiring standards and practices based on organizational and community needs. Agencies should consult with their legal advisor or labor counsel when designing their hiring procedures.

### **Documentation**

Proper documentation is essential as the background investigation proceeds. Each applicant should complete a “Candidate Personal History Statement and Affidavit” also known as a background packet or personal history questionnaire. MCOLES recommends that each agency develop an applicant personal history questionnaire. Information gleaned from this initial questionnaire will be the foundation of the background investigation. Agencies can use the advice of their legal counsel in the development of the personal history questionnaire and subsequent background packet.

#### **Personal History Packet Guidance:**

Each applicant should complete a “Candidate Personal History Statement and Affidavit” (also known as a background packet or personal history questionnaire).

MCOLES recommends a personal history questionnaire/packet **in combination with** the MCOLES Waiver & Release of Information Authorization form (see below) at the beginning of the background investigation. Agencies can use the advice of their legal counsel in the development of this packet.

In absence of an agency specific personal history statement form, there is an MCOLES Candidate Personal History Statement and Affidavit form available for use:

1. Download the “Candidate Personal History Statement and Affidavit” located in the MITN User Guide (Appendix B).
  - a. The personal history statement asks questions pertaining to minimum state standards for hiring.
  - b. Other available MITN reports include Individual Employment History, Inquiry History, and Student Record.
2. Background investigative files are highly confidential and must be maintained separately and securely from other administrative, criminal, or investigative files. Information sharing must be on a “need to know” basis.

## **MCOLLES Waiver & Release of Information Authorization Guidance:**

1. The applicant completes the MCOLLES Waiver & Release of Information Authorization form.
2. After the applicant completes the MCOLLES Waiver & Release of Information Authorization form:
  - a. Navigate to the “Status Inquiry & Hiring” function.
  - b. From the status inquiry, the investigator can determine the individual’s eligibility for hire and licensing, license status (active, inactive, lapsed, suspended or revoked) and initial licensing agency if currently or previously licensed, where an individual completed basic training and their student record (post-2003), employment history, and in-service training courses reported to MCOLLES.
3. Some individuals may not be in MITN, such as those who have not been screened by an agency or basic training academy or out-of-state licensed officers.
4. An Inquiry History can identify other law enforcement agencies or academies that have searched for the individual and determine if screening standards were submitted by those agencies.
5. MITN allows agencies to maintain a list of applicants that have started the screening process and who the agency may be sponsoring to a basic law enforcement training academy.
6. MITN inquiries should not be overlooked as an important and useful tool for the background investigator. Information obtained through MITN should be used as “pointers,” so the investigator knows where to look and who to contact for more detailed information.

### **Investigative Best Practices**

Prior to starting the formal background investigation, the investigator should review the applicant's completed personal history statement. Once reviewed, the investigator should interview the applicant and validate the contents of the personal history statement and look for both consistencies and inconsistencies between the written personal history statement and the responses of the applicant.

#### **1. Age:**

- a. **Standard:** Not less than 18 Years.
- b. **Information you are obtaining:** Age of applicant.
- c. Advisory screening practices:

<b>BEST</b>	A CERTIFIED COPY of the applicant's certificate of live birth is maintained as part of the background investigation file.
<b>BETTER</b>	After review, photocopies of applicant's certificate of live birth, driver's license, or U.S. Passport are maintained as part of the background investigation file.
<b>GOOD</b>	A review of the applicant's certificate of live birth, certificate of naturalization, or valid passport with written explanation in the background investigation narrative describing the documents reviewed.

#### **2. Citizenship:**

- a. **Standard:** United States Citizenship.
- b. **Information you are obtaining:** Confirm the applicant is a US citizen.
- c. Advisory screening practices:

<b>BEST</b>	A CERTIFIED COPY of the applicant's certificate of live birth or certificate of naturalization is maintained as part of the background investigation file.
<b>BETTER</b>	After review, photocopies of the applicant's certificate of live birth, certificate of naturalization, or valid passport are maintained as part of the background investigation file.
<b>GOOD</b>	A review of the applicant's certificate of live birth, certificate of naturalization, or valid passport with written explanation in the background investigation narrative describing the documents reviewed.



### 3. Education:

#### a. Standard:

- i. Employed recruit - High school diploma or GED.
- ii. Pre- service recruits - Minimum of an associate degree upon completion of the basic training academy.

#### b. Information you are obtaining: Applicant's level of education.

#### c. Advisory screening practices:

<b>BEST</b>	The high school, college, or university sends the applicant's official transcript directly to the agency to be maintained as part of the background investigation file.
<b>BETTER</b>	A photocopy of the applicant's high school, college, or university transcript is maintained as part of the background investigation file.
<b>GOOD</b>	A review of the applicant's high school, college, or university transcript with a written explanation in the background investigation narrative describing the documents reviewed.

#### Notes to Investigator:

In addition to the above procedures, consider:

1. Reviewing training certificates.
2. Reviewing any other professional licensing.
3. Having the applicant log-in online and show educational records from educational institutions attended.
4. Obtaining a certified letter from registrar's office.
5. Checking for any types of accreditation.

Confirm that educational documents are from fully accredited institutions only. To check, go here <https://ope.ed.gov/dapip/#/home>. For pre-service applicants, review the degree earned upon completion of the academy. Applicants should forward transcripts that indicate a degree was awarded, which discipline, and the GPA to MCOLES prior to licensure. Contact the applicant's academy training director for further information regarding the applicant.

#### 4. Prohibitive Criminal Convictions:

- a. **Standard:** An applicant with an “adjudication of guilt” for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year (includes all felonies) will be denied a license. An applicant with an “adjudication of guilt” for a violation or attempted violation of certain misdemeanors (listed in the accompanying comments) will also be denied a license.

An “adjudication of guilt” includes a judgment or verdict of guilty, or guilty but mentally ill, following a trial or a plea of guilty or nolo contendere (no contest), even if the conviction was subsequently expunged, set aside or dismissed by virtue of a delayed sentence or diversion program. This includes delayed sentences under MCL 771.1; adjudications in conjunction with assignment to the status of youthful trainee under the Holmes Youthful Trainee Act; dismissals after probation for first-time drug offenses under MCL 333.7411; and dismissals under MCL 769.4a of first-time aggravated domestic violence offenses (MCL 750.81a(2)).r MCL 333.7411; and probation for domestic violence offense under MCL 769.4a.

**For the following offenses:** Disqualifying offenses include adjudications of guilt for a violation or attempted violation of a penal law of this state or another jurisdiction that is punishable by imprisonment for more than 1 year (includes all felonies). Disqualifying offenses also include adjudications of guilt for violations or attempted violations of any of the following misdemeanors under Michigan law or substantially corresponding laws of another jurisdiction:

Operating While Intoxicated, 2nd Offense (MCL 257.625(1),(8), (9)(b), (25)); Possession of Controlled Substances (MCL 333.7403(2)(c)) (does not include marijuana); Use of Controlled Substances (MCL 333.7404(2)(a), (b), or(c)); Domestic Violence, 2nd Offense (MCL 750.81(4)); Aggravated Assault (MCL 750.81a(1)), Aggravated Domestic Violence (MCL 750.81a(2)); and, Stalking (MCL 750.411h).

- b. **Information you are obtaining:** Criminal history.

- c. **Advisory screening practice:**

<b>BEST</b>	Live Scan fingerprint based criminal history background check in compliance with CJIS policy. Obtaining certified record from the court of jurisdiction.  NOTE: If the arrest and/or charge segment does contain information but there is no information in the adjudication segment you must contact the court of jurisdiction in person to determine the status of the adjudication.
<b>GOOD/BETTER</b>	N/A

#### Notes to Investigator:

Recommendations in addition to the above (these recommendations are not meant to replace a fingerprint based criminal history background check):

- Websites of individual courts.
- Local courts where the applicant resided, attended school, or frequented.
- TLO/LexisNexis/Accurint/CLEAR.
- Police agencies in the areas where the applicant has lived, attended school, or frequented (via letter or email).
- LEIN/NCIC/SOS—in compliance with CJIS policy.
- Talon Points, Index.
- NLETS for secure information sharing, fusion centers.
- Driving record.
- Full military record, including long-form DD-214.

## 5. Character Fitness:

- a. **Standard:** Possess good moral character.
- b. **Information you are obtaining:**
  - i. School records.
  - ii. Employment records.
  - iii. Information about the applicant's home environment.
  - iv. Information about the applicant's personal traits.
  - v. Evidence of integrity, or lack thereof.
  - vi. History of, and the circumstances pertaining to, having been a respondent to a restraining or personal protection order.
  - vii. All law violations, including traffic and conservation law convictions, as indicating a lack of good moral character.
- c. **Advisory Screening Practice:**

<b>BEST</b>	<u>School Records:</u> Complete History of Education, Transcripts, Discipline, Attendance, Campus Safety report, Organizational memberships, Sport team memberships, Extra-Curricular Activities, Awards, Grades, Volunteer activities	<u>Obtaining Information:</u> Personal history statement, Official transcripts delivered to agency directly from the high school, college, university.  In person interviews of teachers, professors, coaches, police academy training director(s), trainers, roommates, etc. <ul style="list-style-type: none"> <li>- Asking each contact for the names of 3 additional persons (and their contact information) who are familiar with the applicant.</li> <li>- Reviewing all school and police academy records</li> </ul> Provide a questionnaire with a photograph of the applicant to each person interviewed to complete as part of the interview.
	<u>Employment Records:</u> Complete history of employment or unemployment.  In person review of: Disciplinary history, wages, performance appraisals, attendance records, reason for leaving, training records, personal records, Social Security	<u>Obtaining Information:</u> Personal history statement.  Background investigator visits each previous employer to review human resource documents and to conduct in person interviews of current and past co-workers, supervisors and administrators.  Provide a questionnaire with a photograph of the applicant to each person interviewed to complete as part of the interview.

	Federal Wage History, Information from past/current coworkers	As required by statute, utilize the MCOLES waiver & release of information to contact all previous employing Michigan Law Enforcement agencies to obtain reason for and circumstances surrounding the separation.
	<u>Home Environment:</u> What is the applicant's home environment?	<u>Obtaining Information:</u> Un-announced drop in at the applicant's home. Conduct an in-person home visit to interview individuals with whom the applicant resides.  Making objective observations of the applicant's home environment.  In-person interviews of neighbors, landlord(s) relatives, co-inhabitants. Providing individuals who were interviewed with a questionnaire about the applicant.
	<u>Personal Traits &amp; Integrity:</u> Identifying behavior both positive and negative, identifying potential illegal behavior or behavior that shows a lack of integrity, drug & alcohol use, social media, financial history/credit history, contacts with law enforcement, leisure activities, volunteer history, behavior, associations, associates, group affiliations, lawsuits/civil litigation	<u>Obtaining the Information:</u> Personal history statement.  Emailed/faxed request to all law enforcement agencies in the areas where the applicants has ever lived, worked, attended school, or frequented. This email/fax is to request any contacts and should include the MCOLES waiver & release of information authorization. Gathering of all police reports involving the applicant.  Locating all law enforcement agencies that have conducted a background investigation on the applicant. In person review of all background investigations conducted on the applicant.  In person review all MCOLES documents related to the applicant.  Court record search: Search all courts in jurisdictions in which the applicant has ever

	<p>lived, worked, attended school, or frequented. Obtaining all court related documents referencing the applicant. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings.</p> <p>Interviews of associates, roommates, neighbors, and acquaintances. Obtaining names and contact information of at least 3 individuals who know the applicant, in addition to the person being interviewed, from each interviewee. Interviewing all the additional associates provided to the background investigator.</p> <p>Ask applicant and all individuals interviewed about the applicant's past drug/alcohol use in both the personal history statement/questionnaire forms, and in the interview(s). Drug screen by MCOLES authorized laboratory.</p> <p>Gather financial statements directly from financial institutions (credit lenders, banks, etc.). Review of bank statements (where does the applicant spend money?). Review of credit history by having the applicant produce credit reports from all three report services in front of the investigator.</p> <p>Social media: searching all publicly available profiles of the applicant. Searching applicants' friends/acquaintances posts/photographs.</p> <p>Google search of applicant.</p> <p>LexisNexis, Accurint, CLEAR search of the individual to locate potential past home addresses/employers/associates. SOS &amp; U.S. Postal service address history query.</p> <p>Contacting current and past auto &amp; homeowners' insurance companies regarding</p>
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		<p>driving infractions, claims history, and potential fraudulent claims.</p> <p>Contacting the National Insurance Crime Bureau (NICB) to have NICB check their records for anything related to the applicant.</p> <p>Additionally, the background investigator is attempting to verify that the information provided by the applicant in the personal history statement is accurate. The background investigator should attempt to uncover any fraud, false statement(s), and/or failure(s) to disclose requested information.</p>
	<p><u>Personal protection orders:</u> History of, and the circumstances pertaining to, having been a respondent to a restraining or personal protection order</p>	<p><u>Obtaining the information:</u> Personal history statement.</p> <p>Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented.</p> <p>In person interview of PPO plaintiff.</p> <p>LEIN check.</p> <p>Obtaining Marriage and Divorce records from holder of record (office of the county clerk).</p>
	<p><u>Law Violations:</u> All violations of law</p>	<p><u>Obtaining the Information:</u> (Portions of this section may have been previously completed during the background investigation)</p> <p>Personal history statement.</p> <p>Fingerprint based criminal history background check.</p> <p>Emailed/faxed request to all law enforcement agencies in the areas where the applicants has ever lived, worked, attended school, or frequented. This email/fax is to request any contacts and should include the MCOLES</p>

		<p>waiver &amp; release of information authorization. Gathering of all police reports involving the applicant.</p> <p>Locating all law enforcement agencies that have conducted a background investigation on the applicant. In person review of all background investigations conducted on the applicant.</p> <p>Search in CLEMIS, SNAP, Talon portal, MSP-EAICS, and the International Association of Directors of Law Enforcement Standards and Training (IADLEST) National Decertification Index of decertified/de-licensed law enforcement officers.</p> <p>LEIN search for canceled warrants and alcohol violations.</p> <p>Alcohol and drug use questions of the applicant.</p> <p>In person interviews of references and known associates of the applicant.</p> <p>Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented.</p>
<b>BETTER</b>	<p><u>School Records:</u> Complete History of Education, Transcripts, Discipline, Attendance, Campus Safety report</p>	<p><u>Obtaining Information:</u> Personal history statement, Official transcripts delivered to agency directly from the high school, college, university.</p> <p>Phone/live video interviews of teachers, professors, coaches, police academy training director(s), trainers, roommates, etc.</p> <ul style="list-style-type: none"> <li>- Asking each contact for the names of 3 additional persons (and their contact information) who are familiar with the applicant.</li> </ul>

		<ul style="list-style-type: none"> <li>- Reviewing all school and police academy records</li> </ul> <p>Mail a questionnaire (with a photograph) of the individual to each person interviewed to complete.</p>
	<u>Employment Records:</u> Complete history of employment or unemployment.  Review of: Disciplinary history, Performance appraisals, Attendance records, reason for leaving, Training records, Information from past/current coworkers, applicant provided Social Security Federal Wage History	<u>Obtaining Information:</u> Personal history statement.  Background investigator contacts each previous employer asking to review human resource documents. Calls current and past co-workers, supervisors and administrators to conduct phone interviews.  Mail a questionnaire (with a photograph) of the applicant to each person interviewed to complete as a follow up to the phone interview.  As required by statute, utilize the MCOLES waiver & release of information to contact all previous employing Michigan Law Enforcement agencies to obtain separation report.
	<u>Home Environment:</u> What is the applicant's home environment?	<u>Obtaining Information:</u> Conduct an in-person home visit to interview individuals with whom the applicant resides.  Making objective observations of the applicant's home environment.  Phone interviews of neighbors, landlord(s) relatives, co-inhabitants. Mailing individuals who were interviewed with a questionnaire about the applicant.
	<u>Personal Traits &amp; Integrity:</u> Identifying behavior both positive and negative, identifying potential illegal behavior or behavior that shows a lack of integrity,	<u>Obtaining the Information:</u> Personal history statement.  Emailed/faxed request to all law enforcement agencies in the areas where the applicants has ever lived, worked, attended school, or frequented. This email/fax is to request any



	<p>drug &amp; alcohol use, social media, financial history/credit history, contacts with law enforcement, leisure activities, volunteer history, behavior, associations, associates, group affiliations, lawsuits/civil litigation</p>	<p>contacts and should include the MCOLES waiver &amp; release of information authorization. Gathering of all police reports involving the applicant.</p> <p>Locating all law enforcement agencies that have conducted a background investigation on the applicant. Phone/electronic request of all background investigations conducted on the applicant.</p> <p>Phone/electronic request of all MCOLES documents related to the applicant.</p> <p>Online search of court records. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings.</p> <p>Phone interviews of associates, roommates, neighbors, and acquaintances. Obtaining names and contact of at least 3 individuals who know the applicant, in addition to the person being interviewed, from each interviewee. Phone interview all the additional associates provided to the background investigator.</p> <p>Ask applicant and all individuals interviewed about the applicant's past drug/alcohol use in both the personal history statement/questionnaire forms, and in the interview(s). Drug screen by MCOLES authorized laboratory.</p> <p>Have applicant provide financial statements from financial institutions (credit lenders, banks, etc.). Review of bank statements (where does the applicant spend money?). Have applicant supply all three credit reports. Review of credit history from all three report services.</p> <p>Social media: searching all publicly available profiles of the applicant. Searching applicant's friends/acquaintances posts/photographs.</p>
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	<p><u>Personal protection orders:</u> History of, and the circumstances pertaining to, having been a respondent to a restraining or personal protection order</p>	<p><u>Obtaining the information:</u> Personal history statement.</p> <p>Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented.</p> <p>LEIN check.</p> <p>Obtaining Marriage and Divorce records from holder of record (office of the county clerk).</p>
	<p><u>Law Violations:</u> All violations of law</p>	<p><u>Obtaining the Information:</u> (Portions of this section may have been previously completed during the background investigation)</p> <p>Personal history statement.</p> <p>Fingerprint based criminal history background check.</p> <p>Emailed/faxed request to all law enforcement agencies in the areas where the applicants has ever lived, worked, attended school, or frequented. This email/fax is to request any</p>

		<p>contacts and should include the MCOLES waiver &amp; release of information authorization. Gathering of all police reports involving the applicant.</p> <p>Search in SNAP, Talon portal, MSP-EAICS, and the International Association of Directors of Law Enforcement Standards and Training (IADLEST) National Decertification Index of decertified/de-licensed law enforcement officers.</p> <p>LEIN search for canceled warrants and alcohol violations.</p> <p>Alcohol and drug use questions of the applicant.</p> <p>Phone interviews of references and known associates of the applicant.</p> <p>Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented.</p>
<b>GOOD</b>	<u>School Records:</u> Complete History of Education, Transcripts	<u>Obtaining Information:</u> Personal history statement, Official transcripts reviewed, phone interviews of teachers, professors, coaches, police academy training director(s), trainers, roommates, etc.
	<u>Employment Records:</u> Complete history of employment or unemployment.  Review of: Disciplinary history, Performance appraisals, Attendance records, reason for leaving, Social Security Federal Wage History.	<u>Obtaining Information:</u> Personal history statement.  Background investigator contacts each previous employer asking to review human resource documents.  Mail a questionnaire (with a photograph) to each employer.  As required by statute, utilize the MCOLES waiver & release of information to contact all previous employing Michigan Law

		Enforcement agencies to obtain separation report.
	<u>Home Environment:</u> What is the applicant's home environment?	<u>Obtaining Information:</u> Conduct phone interviews of individuals with whom the applicant resides.  Mailing a questionnaire about the applicant to individual with whom the applicant resides.
	<u>Personal Traits &amp; Integrity:</u> Identifying behavior both positive and negative, identifying potential illegal behavior or behavior that shows a lack of integrity, drug & alcohol use, social media, financial history/credit history, contacts with law enforcement, leisure activities, volunteer history, behavior, associations, associates, group affiliations, lawsuits/civil litigation	<u>Obtaining the Information:</u> Personal history statement.  Phone request to all law enforcement agencies in the areas where the applicants has ever lived, worked, attended school, or frequented to request any contacts. Utilizing the MCOLES waiver & release of information authorization to obtain copies of documents.  MITN query/MCOLES documents review.  Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented. Obtaining all court related documents referencing the applicant. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings.  Interviews of all individuals listed in the applicant's personal history affidavit (associates, roommates, neighbors, and acquaintances).  Ask applicant and all individuals interviewed about the applicant's past drug/alcohol use in both the personal history statement/questionnaire forms, and in the interview(s).  Drug screen by MCOLES authorized laboratory.

		<p>Have applicant provide a credit report. Review of credit history.</p> <p>Social media search of the applicant's name.</p> <p>Google search of applicant.</p> <p>Additionally, the background investigator is attempting to verify that the information provided by the applicant in the personal history statement is accurate. The background investigator should attempt to uncover any fraud, false statement(s), and/or failure(s) to disclose requested information.</p>
	<p><u>Personal protection orders:</u> History of, and the circumstances pertaining to, having been a respondent to a restraining or personal protection order</p>	<p><u>Obtaining the information:</u> Personal history statement.</p> <p>Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented.</p> <p>LEIN check.</p>
	<p><u>Law Violations:</u> All violations of law</p>	<p><u>Obtaining the Information:</u> (Portions of this section may have been previously completed during the background investigation)</p> <p>Personal history statement.</p> <p>Fingerprint based criminal history background check.</p> <p>Emailed/faxed request to all law enforcement agencies in the areas where the applicants has ever lived, worked, attended school, or frequented. This email/fax is to request any contacts and should include the MCOLES waiver &amp; release of information authorization. Gathering of all police reports involving the applicant.</p> <p>Search in SNAP, Talon portal, MSP-EAICS, and the International Association of</p>

		<p>Directors of Law Enforcement Standards and Training (IADLEST) National Decertification Index of decertified/de-licensed law enforcement officers.</p> <p>LEIN search for canceled warrants and alcohol violations.</p> <p>Alcohol and drug use questions of the applicant.</p> <p>Phone interviews of references and known associates of the applicant.</p> <p>Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented.</p>
--	--	--

Notes to Investigator:

Don't forget about MITN inquiries. Information from MCOLES is an important component of a comprehensive background investigation.

Be sure to contact the Training Director regarding the applicant's performance during basic recruit training. Be sure to review academy records. Additional information may be obtained by talking with the academy instructional cadre, administrators, and classmates.

Make sure the personal history statement matches what an applicant may have reported to other hiring agencies.

## Investigative Best Practices (Continued)

### 6. Driver's License:

- a. **Standard:** Possess a valid operator's or chauffeur's license
  - i. The operator's or chauffeur's license may not be in a state of suspension or revocation in this state or any other state.
- b. **Information you are obtaining:** Operator's or chauffeur's license status in any applicable state.
- c. **Advisory screening practices:**

<b>BEST</b>	Obtain a complete, unedited driving record from all SOS/DMV/BMVs in which the applicant was previously and is currently licensed in.  Run an operator's license status query in SOS via LEIN.  Enroll applicant into your agency's SOS driver subscription service.
<b>BETTER</b>	Have the applicant obtain a complete, unedited driving record from all SOS/DMV/BMVs in which the applicant was previously and is currently licensed in. The applicant will provide the background investigator with the records.  Run an operator's license status query in SOS via LEIN.
<b>GOOD</b>	Run an operator's license status query in SOS via LEIN.

## Investigative Best Practices (Continued)

### 7. **Eligibility Status for Hire:**

- a. **Standard:** Successfully complete the MCOLES mandatory basic training curriculum & passing of the MCOLES licensing examination.
- b. **Information you are obtaining:** License eligibility status.
- c. **Advisory screening practices:**

<b>BEST</b>	<p>After the applicant completes the MCOLES waiver &amp; release of information authorization the background investigator shall complete a query in the MCOLES Information Tracking Network (MITN). To determine the applicant's eligibility.</p> <p>***It is highly recommended that this is the first step of the background process***</p>
<b>BETTER</b>	<p>After the applicant completes the MCOLES waiver &amp; release of information authorization the background investigator shall complete a query in the MCOLES Information Tracking Network (MITN). To determine the applicant's eligibility.</p> <p>***It is highly recommended that this is the first step of the background process***</p>
<b>GOOD</b>	<p>After the applicant completes the MCOLES waiver &amp; release of information authorization the background investigator shall complete a query in the MCOLES Information Tracking Network (MITN). To determine the applicant's eligibility.</p> <p>***It is highly recommended that this is the first step of the background process***</p>

### Notes to Investigator:

Be sure to run the appropriate inquiries in the MITN system.



## Investigative Best Practices (Continued)

### 8. Fingerprinting:

- a. **Standard:** Fingerprinting of the law enforcement applicant.
- b. **Information you are obtaining:** Criminal History Information.
- c. **Advisory screening practices:**

<b>BEST</b>	Have the applicant fingerprinted at a Live Scan computer in compliance with CJIS policy. The result should be submitted to the potential hiring agency. Document the Live Scan results in the background investigation.
<b>BETTER</b>	Have the applicant fingerprinted at a Live Scan computer in compliance with CJIS policy. The result should be submitted to the potential hiring agency. Document the Live Scan results in the background investigation.
<b>GOOD</b>	Have the applicant fingerprinted at a Live Scan computer in compliance with CJIS policy. The result should be submitted to the potential hiring agency. Document the Live Scan results in the background investigation.



# Appendix A

## **Additional Considerations and Issues**

### **1. The Background Investigator--Qualifications**

- a. Qualifying the background investigator through training.
  - i. At minimum an inhouse background investigations training.
  - ii. Attend vendor provided background investigator training with 302 funds.

### **2. In-House v. Contract – The use of an in-house or a contracted vendor is a determination each municipality will have to make based on their resources and needs.**

- a. In-house Pros:
  - i. Employees are more vested in the process and outcome.
  - ii. Control the investigation.
  - iii. Control the product/report.
- b. In-house Cons:
  - i. Time – detracts from other law enforcement obligations.
  - ii. Potential bias.
- c. Contracted Pros:
  - i. Potential removal of any bias as the contractor is separated from the employer.
  - ii. As a business it will survive on the quality of the product.
- d. Contracted Cons:
  - i. What are the vendor's abilities to access criminal justice information?
  - ii. Civilians employed by a private company doing law enforcement backgrounds.
  - iii. May just get the basics, no deeper look into aspects of an applicant's background.
  - iv. The vendor/contractor may not be as invested in your agency as your employees are.

### **3. Background Investigation Report**

- a. Should include a personal history statement/affidavit completed by the applicant.
  - i. At minimum using the MCOLES personal history statement/affidavit location in the MITN User Guide.
  - ii. Agencies are encouraged to use their own personal history statement/affidavit based on their needs and past background investigative practices.
- b. A written narrative/report of the findings shall be completed to document the background investigation.
- c. The background investigative report should be standardized within the agency
- d. MCOLES Non-medical standards attached.
- e. Submittal, or completion, of the investigative report shortly after completing the background investigation.

4. **Additional Considerations and Issues (Continued)**

- f. Report format can create a general guideline of what to do to complete the background investigation.
- g. A conditional offer of employment is made prior to any medical/psychological material is requested or received.
- h. Posting of redacted background investigation to share with other law enforcement agencies as an example.

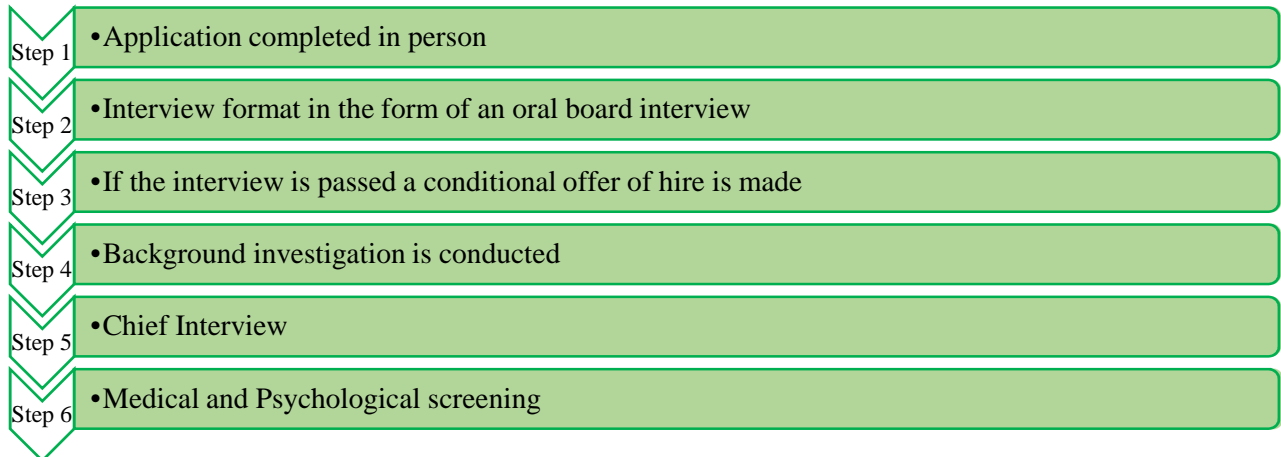


## **Appendix B**

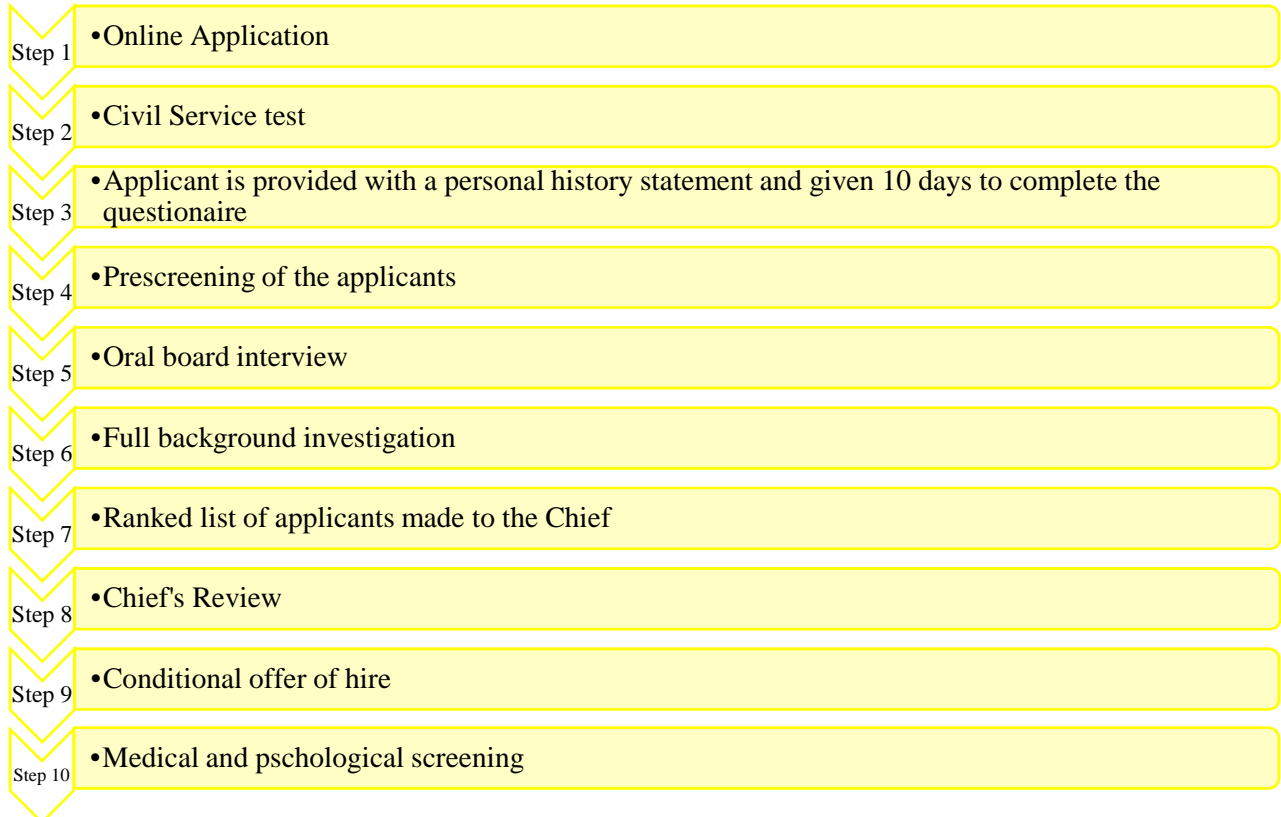
## Hiring Process Examples

Although not all inclusive, the following examples demonstrate steps commonly used in hiring processes:

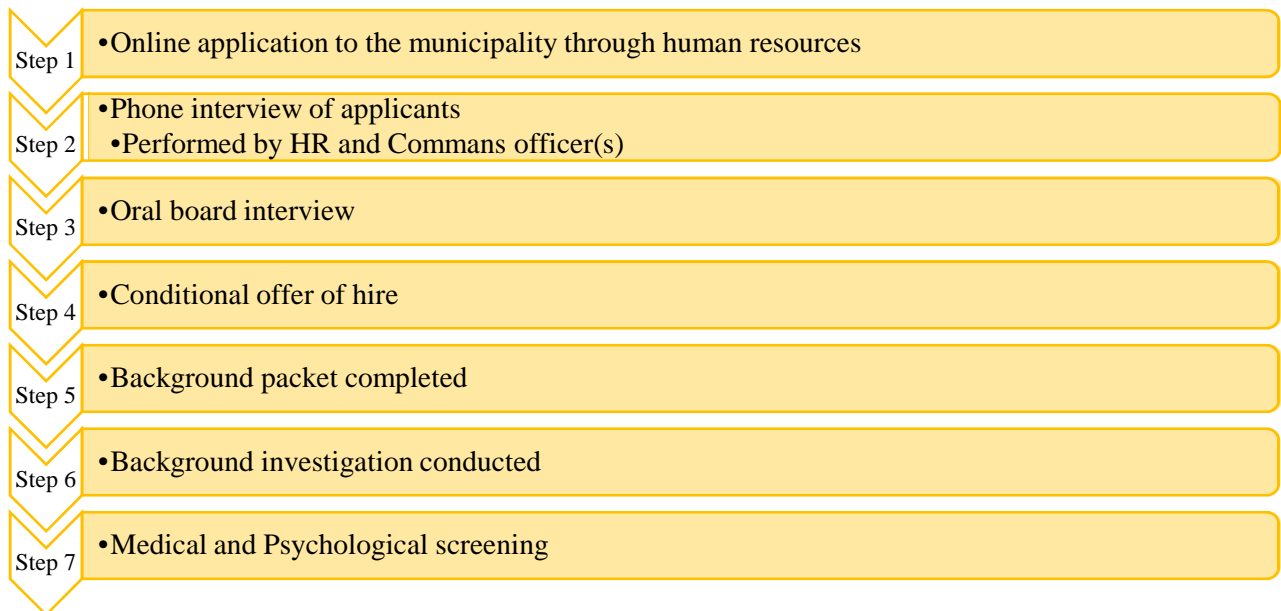
### Example #1



### Example #2



### Example #3



### Example #4





# Appendix C



## Patrol Officer – Primary Work Behaviors—2018 Job Task Analysis

Primary Work Behavior	Description/Representative Task
<b>Prepares for shift</b>	Inspects and maintains equipment, material, and weapons; obtains information from computer databases (email, crime information); attends roll call; follow ups/responds to messages (via email/phone); receives assignment.
<b>Conducts criminal investigations</b>	Identifies if a crime occurred, and what, when and how; secures scene; locates, collects, and preserves evidence; identifies, locates and interviews witnesses, suspects, and victims; calms/aids victims and provides information to victim; obtains written statements; drafts and serves search warrants; coordinates with other agencies; seeks prosecution/confers with prosecutor.
<b>Provides traffic enforcement and monitoring</b>	Performs traffic stops; issues citations or verbal warnings; measures speed; collects demographics; communicates with drivers and occupants; performs vehicle searches; accepts bond; directs or diverts traffic; protects or moves disabled vehicles; removes obstacles; reports road conditions.
<b>Patrols on foot, bike, ATV, or in vehicle</b>	Observes; watches for criminal activity and checks for possible crimes, violations, persons of interest, road hazards, and/or emergency situations; searches vehicles, buildings, and persons; conducts foot, bike, ATV, and/or vehicle pursuits; conducts surveillance; responds to calls for assistance; conducts field interviews; talks to citizens, merchants, informants, other officers, etc.
<b>Responds to non-criminal calls for service</b>	Interviews complainant; determines proper course of action; provides advice or information; makes referrals to outside agencies; stands by and keeps peace.
<b>Responds to crimes in progress</b>	Responds to and halts crimes in progress; conducts preliminary investigation of incidents/crimes; searches area; evaluates situation; interviews complainant; coordinates/provides protection.
<b>Responds to emergency situations</b>	Takes action to ensure safety upon arriving at the scene; makes use of force decisions, assesses condition to determine appropriate response and personnel required; interviews individuals; conducts searches; coordinates response; provides

	information; provides protection; performs first aid; calms victims; assists medical professionals; places children in protective custody.
<b>Responds to non-emergency situations</b>	Aids stranded motorists; deals with lost children; attempts to locate missing people.
<b>Investigates/handles traffic incidents</b>	Collects information from victims/occupants (IDs, vehicle information, statements, pictures); determines fault; collects and analyzes incident information; directs traffic around incident; contacts agencies (e.g., emergency, DOT, telephone company), as needed.



## Appendix D

## Patrol Officer – Underlying Competencies—2018 Job Task Analysis

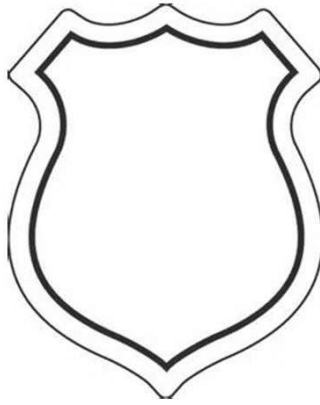
Competency
1. <b>Reasoning</b> – making sound decisions using logical thinking; foreseeing long-term effects of short-term actions; understanding connections and interrelationships among situations/actions.
2. <b>Problem Solving</b> - defining the problem, identifying options, and making the correct/best decision when choosing between multiple courses of action.
3. <b>Discretion</b> - exercising judgment in decision making; exercising flexibility in enforcing rules and regulations versus holding firm, as appropriate, depending on the context and situation.
4. <b>Situational Awareness</b> – being aware of one’s surroundings and what is happening all around; recognizing potential problems, risks, and hazards in the environment; focusing beyond the immediate area of interest/view.
5. <b>Decision Making</b> – quickly taking a course of action or being decisive when needed and as warranted.
6. <b>Attention to Detail</b> – accurately focusing on fine points, particulars, specifics, and technicalities; staying on task without becoming sidetracked or distracted.
7. <b>Basic Computer Literacy</b> – performing basic computer functions and processes efficiently and effectively.
8. <b>Observational Skills</b> – observing events and noticing key information and pertinent facts.
9. <b>Memorization</b> – learning, retaining and recalling information such as facts, figures, procedures, policies, people, interactions and identification marks; mentally storing information in a manner that allows it to be retrieved accurately and in the proper order.
10. <b>Multi-tasking</b> – prioritizing work tasks and working effectively on multiple tasks simultaneously.
11. <b>Listening Skills</b> – actively listening to what someone is saying and paraphrasing to confirm understanding.
12. <b>Oral Communication</b> – using spoken English to convey clear and accurate information and ideas; using the correct vocabulary, grammar and word order so that others can easily understand what is being said.
13. <b>Reading Comprehension</b> – reading and interpreting implicit and explicit meanings of written English text including materials, procedures, and instructions.
14. <b>Written Communication</b> – using language in written English to communicate information, events, or ideas in a clear and accurate manner; using the correct vocabulary, grammar, and word order so that others can easily understand what is written.
15. <b>Empathy</b> – understanding others’ feelings, views, actions, decisions, and needs by shifting to the other’s perspective; demonstrating sincere and appropriate compassion; being responsive to the need of others.
16. <b>Interpersonal Skills</b> – establishing rapport with others; using appropriate language to communicate clearly and with tact; relating effectively with a variety of people; being friendly, approachable, courteous, and patient.

17. <b>Respect for Diversity</b> – being aware of, respecting, and embracing diversity in a just way; valuing and wanting to learn about the perspectives of people from different backgrounds; appreciating others for what they have to offer; interacting with others consistently and without bias; monitoring own actions and thoughts for biases.
18. <b>Team Orientation</b> – collaborating and working with others to achieve common goals; considering team goals or organizational needs over personal convenience, preferences, or objectives; giving credit to other team members as appropriate; sharing information and providing assistance when needed.
19. <b>Command Presence</b> –conducting oneself in a professional and appropriate manner; projecting confidence and interacting confidently with individuals or groups regardless of level or type; conveying authority and credibility when dealing with others.
20. <b>Positive Attitude</b> - expressing optimism even in times of challenge; focusing on implementing change instead of resisting it; investing energy in solving problems instead of complaining or blaming; demonstrating a “can do” attitude.
21. <b>Social Proficiency</b> – reading verbal and non-verbal cues to modify approach to best meet objectives; interacting with others; being aware of the impact of one’s own verbal and non-verbal communication on others.
22. <b>Emotional Control</b> – remaining calm and in control, maintaining composure during adverse, life-threatening, stressful, or time-critical situations.
23. <b>Stress Tolerance</b> – continuing to perform productively and effectively in stressful, pressure-filled, or challenging situations; coping with prolonged exposure to job stressors (e.g., emergencies, time pressure, threats, physical altercations).
24. <b>Self-Assurance</b> – maintaining a well-reasoned course of action even in the face of challenge or peer pressure; taking a stand when necessary; confronting or challenging others with an authoritative and assured demeanor; having confidence in one’s ability to be effective; speaking up with confidence.
25. <b>Conscientiousness</b> – being dependable and reliable; performing work in accordance with rules, policies, regulations and laws; following through on tasks and assignments; caring about work quality; accepting responsibility for one’s own actions.
26. <b>Integrity/Trustworthiness</b> – being fair, ethical, honest, and straightforward in dealing with others and resolving disputes; honoring commitments; maintaining confidentiality of sensitive information; acting in an ethical manner.
27. <b>Objectivity</b> – basing observations and decisions on data and facts instead of feelings or intuition; being logical and non-defensive in the face of criticism or feedback.
28. <b>Perseverance</b> – maintaining a course of action despite pressure, obstacles, and/or adversity; working to overcome setbacks, delays, or problems and continuing to progress to the goal.
29. <b>Initiative</b> – working effectively and remaining productive without direct supervision or recognition; solving problems and executing solutions without having to consult with others; independently taking action to prevent potential issues or problems; taking charge in times of crisis; accepting ownership of tasks or responsibilities.
30. <b>Adaptability</b> – adjusting to changing conditions; drawing from an array of skill sets and selecting the approach best suited to the situation; adjusting behavior as objectives change; demonstrating the capacity to accept new tasks, goals, or priorities; considering new or different ideas and approaches; being comfortable with ambiguity.
31. <b>Personal Development</b> – continuously growing and learning by acquiring new professional experiences, skills, and knowledges to increase competence or advance one’s career; establishing personal objectives to achieve goals.



# Appendix E

*Appendix E includes three completed Background Investigation Reports and a blank copy of each report style should your agency wish to use that format.*



## ABC Police Department

Your Police Department

### Applicant Background

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#### Personal Information

Name:	Allen, Chase	Home Phone:	555-555-5555
Address:	111 Main St Nowhere, MI 00000-0000	Cell Phone:	555-555-5555
		Date of Birth:	01/01/1990
		Birthplace:	Nowhere, MI

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MCOLES Certification Status: Non-Licensed

#### Written

Band	A
Expires	N/A

#### Physical

Band	Pass
Expires	05/04/2018

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Police Academy:	Ferris State University
Police Department:	N/A

## Work Experience

<u>Employer and Address</u>	<u>Employment Date Range</u>	<u>Employment Title</u>	<u>Wage</u>
Employer #1  111 Main St. Nowhere, MI 00000-0000	1/2/2018 - Current	Data Exchange Coordinator	\$58,000.00
Employer #2  111 Main St. Nowhere, MI 00000-0000	11/2018 - 12/10/2017	Influenza Surveillance Officer	\$2,200/mo
Employer #3  111 Main St. Nowhere, MI 00000-0000	5/16 - 10/16 and 6/17-7/17	Student Research Assistant	\$700/mo
Employer #4  111 Main St. Nowhere, MI 00000-0000	8/2015 - 5/2016	College Access Outreach Coordinator	\$500/mo
Employer #5  111 Main St. Nowhere, MI 00000-0000	7/2015 - 9/2016	Cashier	\$400/mo

### Employment Notes

Chase received entirely positive reviews from all of his previous employers/supervisors with one issue for discipline for clothing/appearance. Chase had several paid internships/student assistant positions during his college years. Chase has volunteered at various law enforcement agencies in the past year, including the Volunteers in Police Service (VIPS) and TSA decoy program. As part of the VIPS Chase has volunteered over forty hours of service at the several special events. For the TSA, Chase assisted the K9 unit as a traveler decoy with explosives.



---

## Education Summary

### Elementary and Middle Schools

### Years Attended

ABC Elementary School	1995-2004

### High School

### Years Attended

### Degree/Credits

### GPA

ABC High School	2004-2008	Diploma	4.1878

### High School Honors

Salutatorian (2008), Honors Diploma, Sterling Sentinel Award (2007)

### High School Notes

Ranked 3 out of 194

### College Education

### Years Attended

### Degree/Credits

### GPA

Ferris State University	2008-2012	Bachelors	3.52
Central Michigan University	2015-2017	Masters	3.54

### College Honors

Academic Scholarship Award

### College Notes

Graduated from Ferris State University with Bachelors degree in Biology in 2012. Graduated from Central Michigan University with a masters degree in Public health in 2017. Chase studied abroad for 5 months in India (2009-2010). One month (2015) studied Arabic language.

### Writing/Composition Class(es)

### Year

### Grade

College Writing	2007	Credit
Advanced Composition	2008	A+

### Writing/Composition Note

Four additional high school advance placement Lit/Comp classes - all with A grade

### Languages

Arabic

---

## Life Experiences

The applicant lists the following significant life experiences in his background questionnaire:

Chase studied abroad, for five months, in India (2009-2010), and for one month in 2015, Chase studied the Arabic language in Morocco as part of a cultural immersion program. Chase has a basic (elementary) proficiency in Arabic.

Additionally, Chase has volunteered at an orphanage in Romania in July 2009.

This year Chase has begun martial arts classes (Krav Maga) and completed a concealed carry course in May 2018.

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## Financial History

Comments:

Chase has had zero collections, zero negative accounts (current/past), and zero times negative payments. Chase shows the below listed debts as of 1/1/18, per the people's facts report.

Auto Loans: \$23,774

Unsecured Loan: \$8,851

Credit Cards: Discover Card - \$6,343; Citi Card - \$3,355; Citi Card - \$4,346; Total 0 \$14,044

Student Loan Debt: \$136,756

Total Debt: \$183,425.00

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## Legal/Driving History

### Legal History

0 Arrests 0 Juvenile Incidents

0 Appearance Tickets/Violations of City Ordinances/State Law/DNR Statutes

#### Legal Notes:

1/1/2016 - Self admitted police contact: Chase was intoxicated and contacted for urinating in public, verbal warning.

2008-2012 - Self admitted police contact: retail fraud from Wal-Mart, stole a plastic bracelet and toy bowling set, as a part of a stupid dare.

Self admitted to removing an aspen tree from a national forest and planting it on his patio.

### Driving History

Ops Status Valid Ops

0 Suspensions/Restrictions/Revocations

3 Hazardous Violations

1 At Fault Accidents

0 Non-Hazardous Violations

1 Not At Fault Accidents

#### Driving Notes:

2006/07 - Improper backing (at fault) on private property, no report filed.

2006/12 - Admitted to being stopped 3-6 times for speeding (other C.I.'s) verbal warnings.

2007/09 - Speeding 45/35, cited, dismissed.

2013/04 - Speeding, written warning.

2016/10 - PDX-rear ended, not at fault, no report taken by PD

2017/01 - Speeding ticket (camera/radar), paid \$40 fine

2017/11 - Speeding ticket (camera/radar), paid \$40 fine

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## Reference

Reference Category:	Work Reference	Interview Type:	Phone
Reference Type:	Primary	Relationship:	Supervisor
Name:	Jane Perry	Interview Date/Time:	6/10/2019 10:30
Organization:	Reference #1		
Comments:			

Supervisor at reference #1 interviewed and hired Chase for his current position at this department. Chase's position was described as being a project management role. Chase deals a lot with documentation and communication with health care providers. Jane spoke about how Chase is a hard working, quick learner and pleasant to be around.

Jane stated that Chase goes out of his way to be friendly and engaging with others and always tried to involve everyone. He shows respect for other and is quick to help others, even when it is not his job, or without being asked. Jane said Chase adapted well, and quickly, when he changed departments. He also took on projects way before supervisors would have expected him to do so.

Jane stated Chase is incredibly self motivated and works well with his team. Chase usually has several projects going on and the projects get passed back and forth amongst each member. Jane told me there has to be a lot of open communication to be successful. Jane also spoke about how Chase handles individual projects and does well on those too. Jane said Chase always asks for more work, seeks to learn more and has a lot on his plate but manages to handle it.

Jane told me Chase is one of the most people oriented persons she has ever known. Jane believed Chase could handle an unpleasant work environment and high stress situations. Jane describes Chase's strengths as being very smart, in tune with other feelings and someone who genuinely connects with others. Jane described Chase's numerous various jobs and short time spent at said jobs as a possible weakness as he may not be sure what he really wants to do for a career.

Jane spoke of Chase's "connectiveness to people" and his ability to think on his feet, and multi-task, as skills that would benefit him well in law enforcement.

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## Reference

Reference Category:	Work Reference	Interview Type:	Phone
Reference Type:	Primary	Relationship:	Immediate Supervisor
Name:	Mary Brust	Interview Date/Time:	6/10/2019 10:30
Organization:	Reference #2		
Comments:			

Mary is Chase's immediate supervisor and describes Chase's duties as being a project manager. Chase was the link between partners and his department. Chase's work habits were exceptional as he is self motivated and never has to be told what to do. Chase is a quick learner who has worked independently from the beginning. Mary said Chase worked well with the team, and the outside agencies. He is constantly driven to "do more."

Mary described Chase as having a great personality, an exceptional communicator (written and verbal), and someone who finds the best in everyone. Mary described Chase's strengths as being a quick learner, eager to learn and having the willingness to learn/grow/develop. Mary indicated Chase leaving their agency was a huge loss. Mary described Chase's weakness as not having found her professional /life fulfillment. Mary elaborated that Chase has had multiple, and varying, jobs with in a short period of time.

Mary told me Chase has had three evaluations, since being employed twelve months ago, and everything has been positive. Chase has had no professional issues. Mary stated that Chase would be an asset to where ever he goes.

---

## Reference

Reference Category:	Personal Reference	Interview Type:	Phone
Reference Type:	Primary	Relationship:	Friend/Ex-Girlfriend
Name:	Brynn Harris	Interview Date/Time:	6/10/2019 10:30
Organization:	N/A		
Comments:			

Brynn has known Chase for roughly ten years and met through a mutual college friend, Chase dated Brynn for a year but now they are just friends. Brynn describes Chase as being a goal oriented, kind, considerate, hard working, and a people person. Brynn told me Chase is the most dedicated hard working person that she knows and that she is always working towards his goals.

Brynn told me that Chase is career driven and "conscious of the next step" (in his case). Brynn believed Chase is qualified to be a police officer because he is physically fit, stays calm with stress, has mental fortitude, and is passionate about it. Brynn stated Chase fits in well with everyone, is good at networking and enjoys being around people. Brynn also noted that Chase is independent but not a loner.

Brynn thinks Chase wants to work at ABC Police department to be closer to family and friends. Brynn stated Chase has always talked about law enforcement career and is passionate about it.

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## Reference

Reference Category:	Personal Reference	Interview Type:	Phone
Reference Type:	Primary	Relationship:	Friends
Name:	Matt Jones	Interview Date/Time:	6/10/2019 11:30
Organization:	N/A		
Comments:			

Matt has been friends with Chase since high school, going on fifteen years. Matt describes Chase as fun to be around, someone with lots of interests, and very social. Matt said Chase is good at making decisions, including the harder to make ones. Matt told me Chase communicates well, gets along with others, and is an empathetic/sympathetic person.

Matt stated Chase is viewed by his peers as the "friend coordinator" who gets everyone together. Chase is also well liked by his friends. Matt said Chase is somewhat of a perfectionist and always strives to do his best. Matt will get upset over things but does not have a temper or get overly emotional.

Matt thinks Chase wants to get into police work as it will bring him "personal meaning," and because Chase really admired his dad's law enforcement career.

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## Profile Summary from Background Investigation

### Overview

Chase Allen was born and raised in the Nowhere suburb of Nowhere, Michigan. Chase is a middle child of six children. Chase's father recently retired as a Deputy Chief of Nowhere Police Department. Chase attended ABC Elementary and Middle school before attending ABC High School. Chase graduated 3rd out of 194 students in his class with a 4.18 GPA. Chase obtained his bachelor's of science in biology from Ferris State University. Chase then obtained his master's of public health degree from central Michigan University.

Since graduating with his Master's degree, Chase has worked almost one year at Employer #1. Chase also has several hobbies (hiking, rock climbing, wood working and art). Chase also volunteers his time at nowhere PD.

### MCOLES Certification

Reading & Writing: Band - A  
Physical Fitness: Passed

Oral Board Interview

Passed

### Background Questionnaire

Chase's questionnaire was completed thoroughly, accurately, and with attention to detail. Chase included with his questionnaire a binder containing his supplemental documentation. The binder included a table of contents and each item was organized in a plastic sleeve. Chase's penmanship is neat and easy to read. Chase has no grammatical errors and only a few minor spelling errors.

### Social Media Search

In progress



## Employment History

Chase currently works at employer #1. Chase is a project manager tasked with streamlining the reporting of immunization records between various entities and the State. Prior to this job Chase worked as an influenza surveillance officer with department #2. Chase had four additional student assistant jobs through the university he attended.

Chase has also worked as a travel agent, veterinary assistant, and a few cashier (sales) jobs during high school and his early college years. Chase had mainly positive reviews from his employers (supervisors) who generally described him as extremely smart, hard working, a quick learner, and an excellent communicator. Chase's only discipline was at employer #4 where he has to be talked to about clothing.

## Other Agencies Applied To/Background Completed

Newport Police Department (Iowa) March 2018, application submitted and voluntarily withdrawn

## Ride Alongs

Chase did a ride along on 01/01/2018 with Officer Smith from 1300-1700 hours in the service area. Officer Smith provided the following summary.

"He really seemed interested in the job and was attentive the whole time. He didn't pull out his phone once which is surprising of riders so that gave me the impression he is interested. He has a bit of life experience just not in law enforcement, so I'm guessing he will be very green if he got hired. I would think he has a decent command presence and could probably talk to people pretty well based on him asking about a million questions.

The only question I would have is the instant spark of interest in law enforcement, but you could probably answer that better than me. Just curious as to whether he fully knows what this entails, not just being sponsored in an academy, if that makes sense."

## Background Interview

Chase's interview took place at 1030 hours on 12/27/2018. Chase arrived 30 minutes early and was dressed in a black suit. Chase had a firm handshake and introduced himself to Captain Jones and myself. Chase completed the writing exercise in the allotted time, followed the directions and the handwriting matched his questionnaire. Chase had great eye contact and was assertive while speaking to us. Chase was direct and confident with his answers, even when challenged with some discrepancies, and seemed to be truthful throughout the interview.

Have you ever experimented with any illegal drugs? Chase has only used marijuana and only while in Iowa where it is legal. Chase tried Marijuana three times while his brother was visiting. Chase said he had some adverse reactions and is not interested in using marijuana again.

When is the last time you were present while minors were using alcohol or drugs? Chase indicated that in college, he was at a house party where minors were drinking.

Do you have any special training or certified instructor skills? Chase said he was certified in first aid and CPR.

What relevant life experiences have you had that you believe would assist you in carrying out the position you applied for? Chase spoke of his travels abroad, cultural immersion, and volunteering experiences. This has allowed him to have a better understanding of other cultures, and allowed him to become an independent individual.

Have you ever lied to a supervisor? Chase said he has lied to a supervisor but just little things like calling in sick to complete school work.

What do you consider proactive law enforcement to include? Chase spoke of engaging high risk youth, setting a good example, connecting with people as humans, being approachable and doing more than what is expected.

If it became necessary to shoot another human being in the course of carrying out your law enforcement duties, would you be willing to do so? Chase stated "yes, if it was my life or theirs."

What is the most serious undetected crime you were involved in? Chase spoke about a dare he partook in where he stole a toy from Walmart.

How would you describe your temper? Chase described his temper as being even keeled, friendly, sarcastic and inviting. Chase stated when he gets angry he lowers his voice and is very direct.

Describe your social demeanor? Chase described himself as a people person who gravitates to leadership roles, a go-getter, and as the comic relief.

What is your strongest prejudice? Chase said lazy people. Chase elaborated that people who complain and then don't do anything to change their circumstances or fix the issue.

## Conclusion

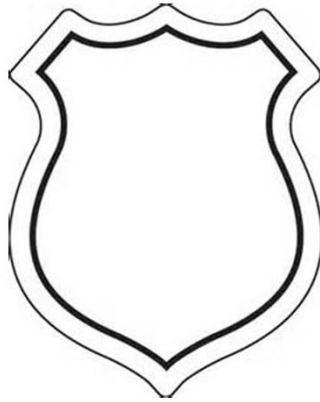
Chase was spoken of very highly by all of his supervisors, employers, professors and friends. the common theme amongst the reviews were that Chase is an extremely smart individual with a desire to learn. Chase is a self admitted overachiever who is described as being very goal oriented and career driven. Many discussed how he is a great communicator, is very engaging and genuinely connects with others.

The only negative comments were how involved Chase is with so many activities/hobbies/traveling/volunteering. Also, how Chase hasn't found professional fulfillment and possibly life fulfillment. Still, people were impressed with how he can mange to stay involved with so many things. One comment was that Chase has too much enthusiasm for things, sometimes even before knowing what he is getting into.

Captain Jones and I asked Chase why he wanted to come to ABC PD and what his goals were, and specifically is he was planning on staying here long term. Chase said he has done his research and thinks the area matches his personality and personal interests. Chase believes the department size, opportunity, community engagement and transparency match his views and expectations.

Investigator:

Date Completed:



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Your Police Department

## **Applicant Background**

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### **Personal Information**

Name:  
Address:

Home Phone:  
Cell Phone:  
Date of Birth:  
Birthplace:

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MCOLES Certification Status:

**Written**

Band  
Expires

**Physical**

Band  
Expires

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Police Academy:  
Police Department:

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## Work Experience

Employer and Address

Employment Date Range

Employment Title

Wage

Employment Notes

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## Education Summary

### Elementary and Middle Schools

### Years Attended

### High School

### Years Attended

### Degree/Credits

### GPA

High School Honors

High School Notes

Sample #1 Blank Background Investigation Report

### College Education

### Years Attended

### Degree/Credits

### GPA

College Honors

College Notes

### Writing/Composition Class(es)

### Year

### Grade

Writing/Composition Note

### Languages

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## Life Experiences

The applicant lists the following significant life experiences in his background questionnaire:

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## Financial History

Comments:

Total Debt:

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## Legal/Driving History

### Legal History

\_\_\_\_\_ Arrests    \_\_\_\_\_ Juvenile Incidents

\_\_\_\_\_ Appearance Tickets/Violations of City Ordinances/State Law/DNR Statutes

Legal Notes:

### Driving History

Ops Status \_\_\_\_\_

\_\_\_\_\_ Suspensions/Restrictions/Revocations

\_\_\_\_\_ At Fault Accidents

\_\_\_\_\_ Not At Fault Accidents

\_\_\_\_\_ Hazardous Violations

\_\_\_\_\_ Non-Hazardous Violations

Driving Notes:



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## Reference

Reference Category:

Reference Type:

Name:

Organization:

Comments:

Interview Type:

Relationship:

Interview Date/Time:

---

## Reference

Reference Category:

Reference Type:

Name:

Organization:

Comments:

Interview Type:

Relationship:

Interview Date/Time:

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## Reference

Reference Category:

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Interview Date/Time:

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## Reference

Reference Category:

Reference Type:

Name:

Organization:

Comments:

Interview Type:

Relationship:

Interview Date/Time:

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# Profile Summary from Background Investigation

## Overview

## MCOLES License Status

## Oral Board Interview

## Background Questionnaire

## Social Media Search

## **Employment History**

## **Other Agencies Applied To/Background Completed**

## **Ride Alongs**

**Background Interview**

## **Conclusion**

Investigator:

Date Completed:



## MEMORANDUM

**TO:** Chief Mike Taylor

**FROM:** D/Sergeant Ben Spelling

**DATE:** 01/01/2019

**RE:** Background  
Investigation Jack Crood

### APPLICANT:

The applicant is Jack Crood, W/M, born 01/01/1991 in Chicago, Illinois. He is 6'0" tall and weighs 200 lbs. His social security number is 000-00-0000. His Michigan ops code is L-000-000-000-000. Doe's current address is 111 Main St, Lansing, Michigan, 00000, and his telephone number is 555-555-5555. Crood is currently working at Michigan Adventure Amusement Park and as a substitute teacher in various schools in the Lansing area.

### LEIN/NCIC CHECKS:

There are currently no outstanding civil, misdemeanor, or felony warrants for Mr. Crood in the State of Michigan, nor are there any felony warrants anywhere in the United States.

### CRIMINAL HISTORY CHECK:

Mr. Crood has no criminal history.

**MICHIGAN SECRETARY OF STATE:**

Mr. Crood carries a valid Michigan driver's license. According to Michigan Secretary of State records, there are no convictions or entries on Mr. Crood's record.

**SELF REPORTED DRIVING HISTORY:**

According to Mr. Crood's self reported driving history, he was stopped in 2008, in Lansing, Michigan, and given a warning for a headlight violation. He was again stopped in 2015, in Lansing, Michigan, and given a warning for a headlight violation. Crood reports that in 2018, while attending the police academy, they were leaving the firearms range and he was the at fault driver in a very minor rear end collision with another recruit, who was also leaving the firearms range. Crood states an officer who has jurisdiction where the accident occurred advised both parties that they did not need a police report; therefore, he merely reported the accident to his insurance company.

**COURT CHECKS:**

I checked court records in Eaton, Ingham, Clinton, and Shiawassee Counties and found Mr. Crood had no records of any court actions in either District or Circuit Courts in any of those locations.

## AREA POLICE DEPARTMENT CHECKS:

Mr. Crood has lived in numerous locations, including Lansing, Michigan, Brooklyn Center, Minnesota, and East Lansing, Michigan. I asked for criminal and traffic records checks from multiple police agencies in both Michigan and Minnesota.

In the State of Michigan, I received responses back from the following police departments, all which indicated they had no record, whatsoever, on Jack Crood: Augusta Police Department, Decatur Police Department, Kent County Sheriff's Department, Montague Police Department, Mattawan Police Department, Calhoun County Sheriff's Department, Grand Haven Department of Public Safety, Hartford Police Department, Township of Muskegon Police Department, Grand Haven Department of Public Safety, Grand Rapids Police Department, Hopkins Police Department, Norton Shores Police Department, North Muskegon Police Department, City of Plainwell Police Department, Allegan County Sheriff's Department, Ottawa County Sheriff's Department, Holland Police Department, Grandville Police Department, Whitehall Police Department, Rockford Department of Public Safety, Zeeland Police Department, Paw Paw Police Department, South Haven Police Department, City of Newaygo Police Department, Spring Lake Police Department, Otsego Police Department, Allegan City Police Department, Kalamazoo Department of Public Safety, Muskegon Police Department, Grand Valley State University Department of Public Safety, Vicksburg Police Department, Schoolcraft Police Department, Kalamazoo County Sheriff's Department, City of Muskegon Heights Police Department, Lawton Police Department, Fremont Police Department, Richland Police Department, Western Michigan University Department of Public Safety, Oceana County Sheriff's Office, Newaygo County Jail, White Cloud Police Department, Van Buren County Sheriff's Office, Wyoming Department of Public Safety, Grant Police Department, and Walker Police Department.

From the State of Iowa, I received responses from the following police agencies, all which indicated no record for Jack Crood: Des Moines Police Department, Cedar Rapids County Sheriff's Department, Davenport County Sheriff's Department, Ames Police Department, Waterloo County Sheriff's Department.

**CREDIT REPORT:**

I obtained a credit report from peoplefacts.com. In examining the credit report, I found Mr. Crood's credit to be well within acceptable boundaries. He has exceptional credit, with only one outstanding loan, and that being a student loan. Mr. Crood has a history of making all of his payments on time, and he is up to date on the only loan shown.

**LANDLORDS:**

Crood currently resides at 111 Main St, however uses his in-laws' address of 222 Main St as a permanent address, for mailing purposes. The address of 111 Main St is a family friend, who was recently divorced, and actually requested that Jack and his wife, Wendy, move in with her. Crood listed her as a reference, and she had nothing but good things to say about both individuals living at her residence.

The only other landlord I was able to contact was their most recent apartment prior to that at 111 Main St in Lansing, where I spoke to the apartment manager, Lisa Lint. She states Jack Crood and his wife, Wendy, lived at the apartment from November 2016 through November 2017. She reported that rent was paid regularly. She reports the reason they left the apartment was listed on her exit papers as personal.

To the best of her knowledge, the applicant never used drugs, including marijuana. She said she would definitely recommend Jack Crood for the position of police officer, however she said she did not really know him, but there were no complaints, and she would consider him and his wife to be ideal residents, often paying rent well in advance.

**EDUCATION:**

Mr. Crood has supplied transcripts and diplomas for various educational institutions he has attended.

Crood graduated from Lansing High School in 2001. His rank was 67th out of a class of 196 students, with a cumulative GPA of 3.117.

Crood then went to Oakland University for one year, I believe primarily to swim, and walked onto their NCAA Division I swim program. While there, his course study appeared to be that of most freshmen, and he completed the year with a GPA of 2.53.

He then went on to Western Michigan University where it was clear he started to study the criminal justice field. Crood graduated with a Bachelor of Arts in Criminal Justice in August of 2015 with a cumulative GPA of 2.72.

**POLICE ACADEMY:**

Crood then entered the Ferris State University Police Academy in Spring of 2018. I spoke with the Academy Director. He reported that Crood had a cumulative GPA during the academy of 90.43. He was ranked 15th out of 43 in the academy. He said he had no concerns, academically, with Jack Crood. There were no disciplinary actions against him, and he described him as thoughtful. He said he interacted well, he was polite, quiet, and professional. He said he always gives it his all in defensive tactics and also described him as very reserved and not mouthy. He did seem to have some concerns over whatever it was that caused Crood to leave the military service, but said if he was the Chief of Police at an agency, he would have no problem giving Crood an opportunity.

## **PREVIOUS EMPLOYMENT:**

Crood has an extensive work history, much of which is related to his swimming background. Much of the work history is very short lived, and several of the employers refused to answer questions, or refused to return phone calls.

### **Michigan Adventure**

Jack Crood reports working for Michigan Adventure from June 2018 through the time of application with our agency, which was August 2018. He is a lifeguard at various attractions at Michigan Adventure, making \$11.50 per hour.

I spoke with Mark Rigger, who is Crood's immediate supervisor. He rated Crood excellent on all of his character traits. He said that Crood has never really had custody of money or valuable items, and said he has never displayed any negative or uncaring attitude related to his job at Michigan Adventure. Rigger described Crood as a fantastic employee, who makes the most of his time. He said he has had no tardies and no no-shows. Rigger said he is familiar with Crood because he married into a family that Rigger is familiar with; therefore, Rigger considers him to be a friend. Rigger said he believes Crood will be a very good police officer and described him as having a good head on his shoulders, very composed, and a good guy who is very responsible. Rigger also said Crood seems to be very driven as it relates to a law enforcement career.

### **Substitute Teaching**

Crood reported being a substitute teacher at various school districts from October 2017 through the time of his application with our agency. I was unable to speak with anyone related to his employment as a substitute teacher.

### **YMCA**

From September 2017 through application with our agency, Crood was the assistant swim coach of the YMCA swim program and coached children from ages 6 through 18 fundamentals of competitive swimming. He was making \$11.50 per hour, and his supervisor and head coach was Kate Simple. I spoke with Kate Simple at her residence. She rated Crood as excellent in all of his personal traits category. She said Crood never really had custody of money or valuable items. When asked if he had any negative or uncaring attitude related to the job, she said no, he is great for both the kids and the parents. I asked why he is leaving employment. She said he has expressed a desire to leave to go to the police academy. I asked if she would rehire him. She said absolutely, I wish he was not leaving. I then asked Ms. Simple to describe Crood in more detail. She said he is very diplomatic and very much wants to be a police officer. She described him as very caring, quiet, and very personable. She said he is great with both the kids and the parents, and although she does not have a lot of involvement with police officers, she feels he would make a good one.

## **EMPLOYMENT HISTORY:**

### **Truck & Trailer Service**

Crood reported being employed with Truck & Trailer Service from April 2017 through September 2017. Crood reported an hourly wage of \$12.00, and stated he washed trucks and cleaned the shop. Crood's direct supervisor was Bill Jones. I spoke with him at Truck & Trailer Service.

Bill rated Crood excellent on all categories of personal traits, with the exception of quality of work he rated him as good and in leadership ability he rated him as good. Bill said Crood did not have an opportunity for a leadership role and said he was still learning the job, so his quality of work did not have an opportunity to improve. Bill did say Crood had custody of both money and valuable items on a regular basis and there were never any problems related to that. He also said Crood never expressed any negative or uncaring attitude toward his employment at Truck & Trailer. I asked if Crood operated any company vehicles, and Bill said he operated lift trucks, semis, and box trucks, and there were never any accidents. I asked if he had any idea why Crood left his employment, and he said to the best of his knowledge he took a job substitute teaching. I asked Bill if he would reemploy Doe, and he said yes, absolutely. He said he is very much not a typical employee who Bill normally gets and was much better than the average shop hand who works for him.

Bill said Crood may have been late for work two times, but admitted that would have just been a guess on his part; they do not keep good enough records for him to have known for certain. He described him as a very good employee, but knew the job was not for him, and they both were aware of that. Bill said he could tell Crood stayed in shape and he often talked about police work and the desire to do police work.

### **Double JJ Resort**

I contacted Double JJ Resort by phone and they confirmed that Crood was employed from March through April of 2017, but had no other additional information.

### **U.S. Department of Defense**

This is Crood's military service from May 2016 through March 2017, which is discussed in detail in the additional Information section.

### **DK Security**

Jack Crood reported being employed by DK Security from March 2016 through June of 2016 making \$12 .00 an hour. DK Security is in St. Anthony, Minnesota, and I was actually provided a reference letter from the supervisor, Matt Door, from Ferris State University. The letter from Matt Door states that Crood was an outstanding employee, he treated his position with integrity, and typically could be counted on to perform at a level that exceeded the expectations of the client. It also states he could be counted on to make the right decisions, and was always willing to ask the right questions. Door added he could count on Crood to have the interest of their clients first on his mind when he was on duty.

## **EMPLOYMENT HISTORY:**

### **Fitness Center**

Crood reports working for Fitness Center from February 2016 through March 2016 as a commissioned sales consultant. I attempted to make a phone call to Fitness Center in Brooklyn Park, Minnesota, and was unable to get anyone to return my phone call.

### **Medical Staffing**

Crood reports working for Medical Staffing from January 2016 through February 2016 doing medical assembly for \$14.00 per hour. He described he did small medical parts assembly, but he left because he developed an allergic reaction to the clean room process. I was directed to Human Resources, who would only confirm that Crood worked from January through February 2016.

### **Security Consultants**

Crood reported working for SC from September 2015 through December 2016 making \$9.50 per hour. SC provides security at the Mall in Lansing, Michigan. Crood reported his supervisor was Dale Herbert, however, when I went to the Mall, I spoke with Tim Hanks, who told me he trained Jack Crood. Tim Hanks rated Crood as excellent on all personal traits categories. He was unsure if Crood ever had custody of money or valuable items, and said he never indicated a negative or uncaring attitude toward the job. Crood did not operate a company vehicle while at SC. I asked if he had any idea why Crood left, and he said he believed he left to go to Minnesota, which is what he reports. I asked Hanks if he would rehire Crood, and he said yes, absolutely. I then asked Hanks to comment further about Crood, and he described him as a good guy who was always on top of things. He said Crood stayed calm, was well collected, and was very good at de-escalation. Hanks described Crood as being able to talk to people and calm them down. He also said he felt like Crood "always had his back."

### **Lansing Aquatic Club**

Crood reported working for Lansing Aquatic Club from October 2013 through April 2015 making \$18.50 per hour as the aquatic swim coach. He listed the supervisor as Dan Moore, who I know to be the head coach, and said he left to finish his college courses for graduation. I attempted on several occasions to meet with Dan Moore and to contact him by telephone, and was unsuccessful in getting him to return my calls.



## **FAMILY:**

Jack Crood is the son of Dale Crood and Kim Gross. They were divorced when the applicant was 12 years old, and the applicant reports it was an abusive relationship on the part of his father, and he described one particular incident where his father tried running him and his siblings over with a motor vehicle. That incident seems to have been very traumatic for Jack Crood and he has no relationship with his natural father, whatsoever. Kim Gross married Ben Gross and it appears that Jack Crood has had a very good relationship with him throughout much of his life.

Jack Crood has one natural brother, one natural sister, and one stepbrother, and one stepsister. The applicant is currently married to Wendy Crood, who is the daughter of Fred and Lucy Flemming. Crood has been married for approximately one year, and the two met while they were students at Ferris State University. They both had an interest in swimming and were heavily involved in the swim club at Ferris State University.

I spoke with Kim and Ben Gross, who both described Crood as "a very easy kid for school and everything else." They both said he did very well in school and he was content to be at home, and was not the kind of kid who went to school dances or had to go out and do a lot of partying. He was described by his parents as a very hard worker and was good enough to make it onto the swim team at Oakland University, which is an NCAA Division I school, however they both felt that perhaps that was too far away for him and he moved back to be closer to home. His mother said when he got to Ferris he worked as a full-time student, ran the club swim team as either the president or vice-president, and worked a job with several hours. She said she never knew him to have any contacts with law enforcement, he was never a disciplinary problem at school or at home, and always had good attendance at school. Kim Gross said she got separated from her husband in 2005 and that Jack really took on a fatherly role, even though he was only 14 years old. She also said when she began her relationship with Ben Gross, Crood took his stepbrother under his wing and treated him very well, and the two of them got along very well.

Both Kim and Ben ended by stating that Crood would make a very good police officer and he has been an individual always concerned about following rules.

I also spoke with Wendy Crood. She said she met Jack in 2013 and had met him at the swim team at Ferris State University. They have known each other for five years and have been married for 14 months. She described him as a very hard worker with a good head on his shoulders, and someone she can always count on. Wendy Crood said she feels that Jack would make a very good police officer.

I spoke with Betty Crood. She described Jack as an individual who sets a goal and follows through with it and gets it done. She said they were not particularly close as siblings, but they did get along. She said they did get much closer during the divorce, but said he kind of kept to himself. She described him as a good student, who was introverted and shy, and said she thought he would become a good police officer because he adapts well to situations.

## **FAMILY:**

I also spoke to his stepbrother, Brandon Gross. He described him as a very nice brother, someone to look up to that he never had any problems with. He said mostly they just "chilled out." He said he never knew Jack Crood to smoke, drink, or do any drugs of any kind, and he said he believes Jack will be a good police officer because he seems very driven. I asked him if he thought there were any issues with Jack, and he said he is pretty shy.

I also spoke with his father- and mother-in-law, Fred and Lucy Flemming. They both added information. They both described him as quiet and reserved, but said he is an individual who does not seem to get flustered. They also described him as an individual who wants to do the right thing and as far as they have always been aware has wanted to be a police officer.

I asked if they knew about what had occurred in the military, and they said not much, other than they knew he did not make it through his AIT training. They apparently have a family friend, a police officer named Craig Warren, who told him he should go ahead and go through the police academy, because his military background would not be considered a black mark.

Fred Flemming said he felt Jack was a bit awkward, mostly because he has no real family background and, in his opinion, Jack is always concerned about not quite living up to the family's standards. Fred said whenever Jack is at the house for family events, he helps do dishes and helps with the dogs. He described him as a hard worker. He said he knows he has been a substitute teacher, coaching, washing trucks, and working at Michigan Adventure all at the same time. I asked him if he knew anything about Jack's current debt, and he said Jack and Wendy did the Dave Ramsey Program and almost all of their debt is completely paid off, which has been confirmed.

## ADDITIONAL INFORMATION:

On the background packet, Question 82 states: Is there anything else that we should know about you before beginning your background investigation? This is normally a question not utilized by most applicants, however, Crood filled out almost an entire page and it was all regarding his military service.

He describes that his commander was "working with him to separate him from the service and found that failure to adapt was one of the quicker ways out of the service." He goes on to state "but my actual discharge was for a Chapter 5-11 , which means that I did not meet the medical standards either prior to enlistment or discovered within 180 days." Crood also explains the reason they did this was because it would be easier to process, and that it did not involve any disciplinary action. He talks about the fact that the condition they were saying he displayed was a condition of anxiety and the reason he felt anxiety was because he was being threatened with jail, after saying he had been lied to. Although he admits that he was showing signs of anxiety, he has never actually been treated for that. With that said, I did receive a DD214, which does indicate an honorable discharge, but with a separation code of JFW.

I went to the Army Recruiting Office in Lansing and asked them what JFW actually means, and I was told it means the recruit gave erroneous enlistment information about a medical condition, disqualifying him or her for military service with no medical waiver approved. I was then told that I should ask the Army for a full medical record, and after telling Crood I would be requesting that information prior to him being hired, he stated he had that and would provide it to me. Crood then called me and asked to meet with me on 01-01-2018, and arrangements were made to meet with him at 6:00 p.m. at his residence.

When I got to the residence, it was clear that he was nervous and he told me that he needed to show me something, but if it was okay with me, he wanted to explain more about it. Crood then showed me all of the paperwork related to the Chapter 5-11 dismissal from the US Army. The report got into great length about the fact that Crood has been treated at Community Behavioral Health Services since late October of 2016, which appeared to be shortly after arriving at Fort Gordon for his AIT Training. It lists the chief complaints of depressed mood, persistent anxiety, panic attacks resulting in four different emergency department visits, sleep disruption, nausea, weight loss of 25 lbs. since enlistment, dizziness, chest tightness, thoughts of self harm, feelings of hopelessness, and recent suicidal thoughts of jumping off of a height, or asphyxiation, but with no suicidal intent. It appeared to me that Crood did not expect me to have requested his full medical record from the Army and after he realized I was requesting that, he felt he needed to explain all of this in greater detail.

The short background prior to enlisting in the military, Crood had already met his future wife, Wendy, and plans were for them to get married in April 2017. Crood then joined the military, I believe in April 2016. While talking to the recruiter, he was told that he was going to be a communications specialist or truck driver, with the understanding the specialized school for those specialties would be 18 weeks long, boot camp would be 10 weeks long, and he would be done by February 2017, two months before his wedding.

#### **ADDITIONAL INFORMATION:**

Without going into specific dates and details, essentially Jack Crood said the military lied to him and began telling him he was not going to be done with school until after his wedding date, which is when he started to have problems. At first, he was trying to deal with it by contacting superior officers and drill sergeants. He was calling his recruiter, telling him he needed to get back in time for his wedding, but he became very persistent and at some point actually got threatened with jail for lying about superior officers as it relates to the date he was supposed to be getting out. Eventually, Crood got to his Military Occupational Specialty School in Georgia and started confirming the program was a 38 week program, and he realized there was absolutely no way he was going to be out in time for his wedding. He talked to sergeants. He talked to a chaplain and the chaplain suggested a therapist, and the therapist started suggesting he should fail his physical fitness tests and job training exams, which he started doing. Crood said he was confronted by superiors and because he was not going to lie to them, he told them that his therapist told him he should start failing his physical fitness tests and job training exams, and they told him if he continued to do that he would get a dishonorable discharge.

Crood said he was working with both the chaplain and his therapist, and that the chaplain was working with the commanding officer, and eventually they worked out the separation through the Chapter 5-11. Crood did explain to me that he had an appointment with a Major Maggie Smith, who said that he essentially had anxiety issues related to depression, which was related to his abuse from his father. Crood wanted to clarify that in her report she was claiming he was harming himself, because she saw abrasions on his knuckles, and those were actually abrasions from working out doing low crawls, and she had never actually asked him about the abrasions on his knuckles. He also said he has no idea where she got the information relating to him wanting to jump off a height and that he has never had suicidal thoughts or ideations.

In short, Jack Crood admitted he was receiving pressure from his soon-to-be wife that if he did not make it back for his wedding that the wedding would be called off, and he was doing everything in his power to make sure he was back in time for the wedding.

## PERSONAL REFERENCES:

Jack Crood listed five personal references. I was able to contact four of them.

### **Travis Spark**

Travis Spark was a high school swimming friend and self-described him as best friends with Jack Crood in high school. Spark said they hung out a lot and he described Jack Crood as a genuinely nice guy. He also described him as reserved, laid back, easygoing, and very friendly. He said he has a very good work ethic and they pushed each other in the swimming pool a lot.

Spark said to the best of his knowledge Crood never did any drugs or smoked anything throughout high school, although they did both drink beer occasionally. Spark said he thinks Crood will be a very good police officer.

### **Sam Turner**

Sam Turner is currently a doctor and was two grades ahead of Jack Crood in high school, and they met on the swim team. Turner described Crood as a hard worker and said he would always come to practice, and he was an individual you could count on to get the job done. He also described him as tough, a rule follower, and jokingly said I wonder if he will drive fast enough to catch people, because he is such a rule follower. Turner said I think he will be a great police officer.

### **Matt Blake**

Matt Blake is Crood's high school swim coach and said he was an individual who in 9th and 10th grade did not meet his swimming goals, which made him work that much harder in 11th and 12 grade. Blake described him as a decent student, who he never got calls about, meaning teachers were not calling him to warn him that Crood might be ineligible to compete in swimming events. He said he had some students who were in the same age range as Jack Crood, who made some wrong decisions, and Jack Crood made certain he was not in that group of swimmers, and as far as he was concerned Crood always made the right choices. Blake told me he felt Crood would be a good police officer.

### **Mary Claw**

Mary Claw was listed as a reference. She also happens to be the owner of the home where Jack and Wendy Crood lived at the time of application to our department. Claw is an elementary school principal and has known Crood for approximately five years. She said for someone his age, he seems extremely responsible, that he goes to bed early, and watches the news, which she finds extremely unusual. She described him as a very good kid, who shakes hands of visitors. She said he seems to be a very hard worker, who is level headed and analytical. She said I don't know much about police work, but I would definitely hire him to protect me.

**PERSONAL REFERENCES:****MCOLES STATUS:**

Crood became MCOLES licensable on 01-01-2018.

**STATUS:**

Crood has been referred for post conditional offer psychological examination with Dr. Smith and for physical screening with Lansing Pro Health. Pending favorable results for both of those screenings, the applicant is eligible to be employed as a police officer with the Lansing Police Department.

# **MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

**RE:**

**APPLICANT:**

**LEIN/NCIC CHECKS:**

**CRIMINAL HISTORY CHECK:**

**MICHIGAN SECRETARY OF STATE:**

**SELF REPORTED DRIVING HISTORY:**

**COURT CHECKS:**



**AREA POLICE DEPARTMENT CHECKS:**

**CREDIT REPORT:**

**LANDLORDS:**

**EDUCATION:**

**POLICE ACADEMY:**

**PREVIOUS EMPLOYMENT:**

**EMPLOYMENT HISTORY:**

**EMPLOYMENT HISTORY:**

**FAMILY:**

**FAMILY:**



**ADDITIONAL INFORMATION:**

**ADDITIONAL INFORMATION:**

**PERSONAL REFERENCES:**

**PERSONAL REFERENCES:**

**MCOLES STATUS:**

**STATUS:**



# ABC Police Department

## Background Investigation

### Background Investigators Report

**CANDIDATE:** Andrew Dower

**DOB:** 01/01/1989

**ADDRESS:** 111 W Main St  
ABC, MI 41596

**APPLICATION PACKET COMPLETE:** ☒ Yes ☐ No

**ALL DOCUMENTS ON FILE:** ☒ Yes ☐ No

#### INITIAL INTERVIEW FINDINGS:

Andrew Dower came to his interview dressed appropriately and on time. He made good eye contact during our interview and answered questions without hesitation. Dower had all of his paperwork in order and with his back ground packet. He was polite. Dower seemed as though he was a well rounded individual. He stated that he has 3 kids and also raises dogs. Dower stated that he was concerned about applying for ABC Police Department because he had a bankruptcy in the past which hindered him from being part of other police departments. He has also had 2 traffic crashes, but he was not at fault. Overall the interview went smoothly.

#### INTERVIEW FAMILY:

I spoke with Dower's mother, father and brother. He has a reputation of being a great father, and husband. An individual who works hard for his family and enjoys doing home repairs and breeding puppies. His mother stated that she was concerned that both of her boys were entering law enforcement and was worried that they may be in a dangerous situation together and she doesn't want something to happen to both of her boys. She is otherwise supportive of his decision. His father stated that he would be very proud of him if he were to become an officer and knows that he had applied to other departments previously, although he was turned down because of his financial history. He stated that Dower had a few problems making friends and education problems when he was young because he had ADHD which he has overcome as he has matured. His brother stated that he and his brother are very close and he is excited to see Dower excel in his careers. He said that he thinks his brother would make a good police officer. He stated that they would fight on occasion when they were young but it was brother stuff and never got out of hand.



---

## Background Investigation

### **INTERVIEW PERSONAL REFERENCES:**

I spoke with Dower's wife Bridget during our home visit. She welcomed us into their home and was very willing to speak to us about Dower. She stated that Dower works very hard for them, they are in the middle of home repairs so it has been stressful with 3 young children running around. Dower is doing all of the home repairs. She stated that Dower rarely drank and that he did not associate himself with friends that did. She also said that he did not have time for friends because of his work schedule and being a husband and dad. She stated he is very helpful with the children when he gets home from work. Her main concern about Dower going into law enforcement was people knowing he is an officer and them knowing where he lives may put them in danger. She is also concerned for his safety. They do have life insurance and she has a large amount of support from family should something happen to him. She stated that they have set money aside for the items he will need for the academy. She is supportive of Dower going into law enforcement even though she has some concerns.

### **INTERVIEW PERSONAL REFERENCES:**

Dower's personal references all stated the same thing about him. He is level headed, hard working and caring husband and father. He did not get into any trouble and was in scouts for years and also became a leader. A few of his friends stated that he had tried for other departments and know how much he wants to be a police officer. They all stated they would be happy if he were to become one and he would be very good at his job.



---

## Background Investigation

### **INTERVIEW EMPLOYERS:**

I as unable to get a lot of information from employers due to their company policies on how much information they can give out. I did speak to the HR director of his present job. They stated that Dower was a hard worker who was trust worthy and dependable. He only had a couple of sick days for the last year or two and one discipline write up for not following directions. He works well with others.

### **HOUSE VISIT:**

Sgt. Banner and I conducted Dower's home visit 01-01-19 at 1930. Upon our arrival Dower met us at the back door, he was wearing shorts and t-shirt. There was not a front porch on his house as he had torn it down. He did have all the new supplies to make the repairs and planned on making them that weekend. His home was indicative of someone having 3 young children (all under age 4) and he bred puppies. It was small and was messy but again he has 3 young children. His wife Bridget was home and welcomed us. While talking to Bridget their children were playing and when they needed assistance Dower was very attentive to them. He seemed to be very involved and helpful with his children. Bridget has a lot of questions and concerns but was also supportive of Dower.



## Background Investigation

### SUMMARY:

I believe that Dower would be a good candidate for ABC Police Department. He has a supportive family, good references with friends, family and work. He does have a desire for law enforcement and plans on reapplying to other departments once his finances allow him to. He did have a bankruptcy in December 2014 but has since made efforts to improve his credit and live within his means. There were a couple of no fault traffic crashes, reports submitted with application. He believes that he will have no problem passing the physical elements of his application process.

### CANDIDATE STATUS RECOMMENDATION:

☒ Pass ☐ Fail

### REPORT STATUS:

☐ Open ☒ Closed

**BI INVESTIGATOR:** John Smith

**BADGE #:** 11111

**BI SIGNATURE:**

**DATE:** 06/14/2019





---

## Background Investigation

### Background Investigators Report

**CANDIDATE:**

**DOB:**

**ADDRESS:**

**APPLICATION PACKET COMPLETE:**      Yes      No

**ALL DOCUMENTS ON FILE:**      Yes      No

**INITIAL INTERVIEW FINDINGS:**

**INTERVIEW FAMILY:**



---

## Background Investigation

**INTERVIEW SPOUSE/PARTNER:**

**INTERVIEW PERSONAL REFERENCES:**

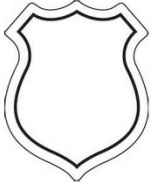


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## Background Investigation

**INTERVIEW EMPLOYERS:**

**HOME VISIT FINDINGS:**



## Background Investigation

**SUMMARY:**

**CANDIDATE STATUS RECOMMENDATION:**

**Pass**

**Fail**

**REPORT STATUS:**

**Open**

**Closed**

**BI INVESTIGATOR:**

**BADGE #:**

**BI SIGNATURE:**

**DATE:**



# Appendix F

*Appendix F includes a sample of a tenant verification form.*

**ABC Police Department**  
111 Main St.  
Lansing, Michigan 00000

**TENANT VERIFICATION FORM**

Name of Applicant:

Date:

1. Are you related to the applicant? If yes, what is the relationship?
2. Between what dates did the applicant rent from you? From To
3. Did the applicant make payment of rent regularly? If no, what were the circumstances?
4. Why did the applicant leave your quarters?
5. To your knowledge, did the applicant use drugs, including marijuana, or intoxicants?  
If yes, please explain.
6. Would you recommend the applicant for the position of Police Officer?  
Please explain.
7. To your knowledge, is the applicant of good moral character?  
Please explain.
8. Are you aware of any circumstances which might disqualify the applicant of police service?
9. Please give any additional information you may think helpful to our consideration of this person?

Signature

Date

Print Name & Time



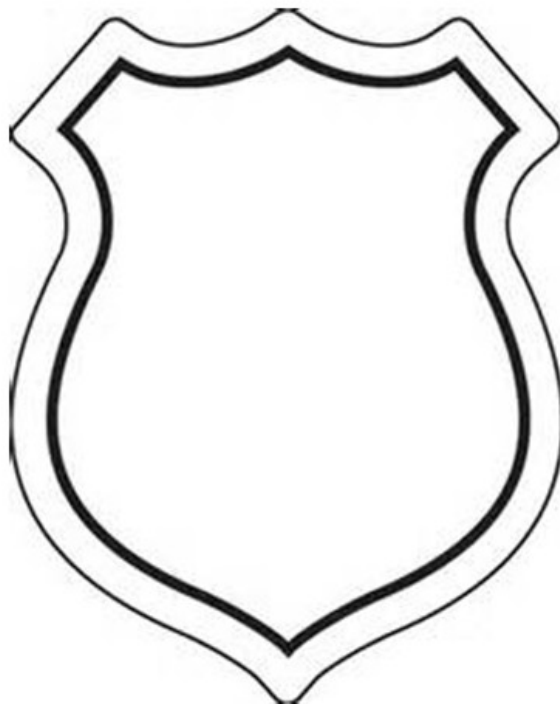
# Appendix G

*Appendix G includes two blank copies of Background Questionnaire formats should your agency wish to use one of these formats.*

## **Background Questionnaire Sample 1**



**Department Name**



# **Background Questionnaire**

**Applicant Name**

## **Personal Background Questionnaire**

### **NOTE: READ ALL INSTRUCTIONS CAREFULLY**

1. This questionnaire must be filled out in detail. Please complete and return this form as soon as possible.
2. Read all statements and questions carefully before answering.
3. All questions MUST be answered. In the event that a question does not apply to you, place the letters N/A in the space provided for the answer.
4. This questionnaire must be in your own handwriting and must be printed in ink.
5. In the event that there is not sufficient space on this form for your answers, additional sheets must be attached.
6. This questionnaire must be completed accurately and honestly. Omission or falsification of information may result in the rejection of your application, and dismissal from employment at any time after hiring if information relating to falsification of information is determined to have occurred.
7. This form will be used as a basis for your background investigation. Employers, relatives, neighbors and other associates will be interviewed. Additional interviews and checks will be conducted.
8. Your application and release forms are your authorization to conduct this investigation.

### **READ THE ABOVE INSTRUCTIONS BEFORE COMPLETING THIS QUESTIONNAIRE**

I have read all the above instructions and acknowledge the information contained

(Initials)

## **Personal History**

1. Full Name:

(Last)

(First)

(Middle)

2. Date and Place of Birth:

(Date)

(Place)

3. Height:

Weight:

4. Present Address:

(Street Address)

(City)

(State)

(Zip)

5. Citizenship:

6. Social Security Number:

7. List all residences since age 16 (Use additional sheets if necessary)

Date:

Address:

(From)

(To)

Date:

Address:

(From)

(To)

Date:

Address:

(From)

(To)

Date:

Address:

(From)

(To)

Date:

Address:

(From)

(To)

Date:

Address:

(From)

(To)

Date:

Address:

(From)

(To)

## **Employment History**

Social Security Number:

8. Chronological history of all employment. Start with present and go back. Account for all periods, including casual employment. Include all periods of unemployment, and state what you did during these periods. List present or most recent position first.

**NOTE:** Employers, supervisors, and coworkers may be Interviewed by the Investigator.

Employment discharge, or disciplinary action does not mean you cannot be appointed. The seriousness, recency, and surrounding circumstances will be considered.

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?



Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

Date of Employment:

(From)

(To)

Employer:

Address:

Phone:

Type of Business:

Supervisor:

Title of Position:

Salary: \$

What were your duties?

Reason for leaving?

9. Have you ever been discharged, asked or forced to resign from any position because of misconduct or unsatisfactory service? If yes, give name and address of company. Provide details of circumstances.
10. Have you ever been disciplined during any employment? If yes, give name and address of company. Please provide details of circumstances.
11. What work did you like best? Why?
12. What work did you like least? Why?
13. Have your employers treated you fairly? If not, explain.
14. What positions have you ever held which required supervisory or administrative ability, the exercise of authority, or the ability to lead and direct subordinates?
15. What recent (within 12 months) pre-employment examinations have you taken?

16. What, if any, police departments have done background investigations on you?

17. Have you ever been barred from taking a civil service examination? If yes, explain.

18. Are you now on any employment eligibility list? If so, state organization and location.

## Education

19. High School:

Address:

Dates Attended:

(From)                      (To)

Did you graduate:

If no, have you completed a General Education Development test?

**\*\*\*YOU MUST PROVIDE HIGH SCHOOL DIPLOMA OR G.E.D. SCORES\*\*\***

20. College:

Address:

Dates Attended:

Degree:

(From)                      (To)

Major:

Credits Completed:

**\*\*\*YOU MUST PROVIDE A COLLEGE DIPLOMA, IF GRADUATED\*\*\***

College:

Address:

Dates Attended:

Degree:

(From)                      (To)

Major:

Credits Completed:

**\*\*\*YOU MUST PROVIDE A COLLEGE DIPLOMA, IF GRADUATED\*\*\***

21. Are you presently enrolled in any school or training program? If yes, give name and address of school and expected graduation date.

Name:

Address:

Expected Graduation Date:

Course of Study/Program:

22. What school subjects did you like best?

23. Do you have any special training, experience, skills or abilities which you think would be of value to this Police Department? If so, describe.

24. List any foreign languages in which you have the capability to:

Understand

Speak

Read

Write

25. What are your main hobbies and outside interests?

26. What types of reading material do you prefer?

## **Financial Records**

27. Do you have a savings account? Balance:

Account Number:

Name & Address of Bank:

28. Do you have a checking Account? Balance:

Account Number:

Name & Address of Bank:

29. Do you own or are you buying a home?

Amount Invested: Amount of Mortgage:

Monthly Payment:

Bank or Company Holding Mortgage:

30. Do you own or are you buying other real estate?

Amount Invested: Monthly Payment:

Bank or Company Holding Mortgage:

31. Are you renting a home or apartment?

Amount of rent payment:

Amount of monthly utilities:

Landlord:

(Name)

(Address)

32. Do you own or are you buying a motor vehicle?

Amount owed: Monthly Payment:

Bank or company where loan obtained:

33. LOAN ACCOUNTS: (Include any other person's loans if your income will be relied upon for repayment, and indicate name of accountholder. Include all charge accounts, even if closed).

Name and Address of Firm:

Average Monthly Payment:

Present Balance:

Account Number:

Date Opened:

Type of Account:

Date Closed:

(installment, revolving, student, ect)

---

Name and Address of Firm:

Average Monthly Payment:

Present Balance:

Account Number:

Date Opened:

Type of Account:

Date Closed:

(installment, revolving, student, ect)

---

Name and Address of Firm:

Average Monthly Payment:

Present Balance:

Account Number:

Date Opened:

Type of Account:

Date Closed:

(installment, revolving, student, ect)

---

Name and Address of Firm:

Average Monthly Payment:

Present Balance:

Account Number:

Date Opened:

Type of Account:

Date Closed:

(installment, revolving, student, ect)

---

Name and Address of Firm:

Average Monthly Payment:

Present Balance:

Account Number:

Date Opened:

Type of Account:

Date Closed:

(installment, revolving, student, ect)

34. Annual Income:

If you are relying on anyone else's income as a basis for debt repayment, complete the following:

Name of person's employer:

Address of person's employer:

Income of other person:

Other Income:

Source:

35. Have you ever had an account placed in the hands of a collection agency? If yes, explain.

36. Have your creditors treated you fairly? If no, explain.

37. Have you ever been sued or sued someone? If yes, explain.

38. Have you ever had a lien placed against your property or holdings? If yes, explain.

39. Have you ever had a judgement entered against you? If yes, explain.

40. Have you ever petitioned for bankruptcy? If yes, explain.



41. Names and ages of those who depend on you for financial support:

## **Driving History**

42. Years of driving experience: \_\_\_\_\_ Date of original driver's license: \_\_\_\_\_

43. Do you have in your possession a valid Michigan driver's or chauffeur's license?

44. License number, type, and restrictions:

45. Do you have any other operator's/chauffeur's license?

Date Issued

Expires

License No

46. Have you held a driver's license in another state?

If so, where?

47. Violations:

List all traffic stops and action taken as a result, either as a juvenile or as an adult.

Violation

City and State

Date

Disposition

48. Traffic Crashes:

Have you been involved in a motor vehicle collision? If yes, give details regarding the circumstances and disposition.

### **Criminal and Arrest Information**

49. Have you ever committed any of the following criminal acts? Answer yes or no to each

"a" through "o". If "yes" to any of the below, explain in detail. (Having been arrested does not mean you cannot be appointed. The seriousness, recency, frequency, and circumstances will be considered).

	Committed	Arrested	Convicted
a. Arson (intentionally set fire)			
b. Burglary (entry of a structure or vehicle to commit theft or other crime)			
c. Robbery (theft from another person utilizing a weapon of force)			
d. Homicide			
e. Theft			
f. Forgery			
g. Kidnapping			
h. Extortion (blackmail)			
i. Embezzlement (theft of money or other valuables entrusted to you)			
j. Rape			
k. Any other forcible sex act			
l. Any violent assault upon another person			
m. Spouse assault (including common-law)			
n. Violation of the Controlled Substances Act ( drug laws of the United States to include any other country)			
o. Any other criminal offenses or acts not listed			

50. Have you ever been a suspect in any incident criminal, civil, administrative, job or school related? If yes, explain.

51. Have you ever had a criminal case expunged, set aside, been placed on special probation or otherwise made non-public? If yes, explain.

52. Have you or a member of your immediate family ever been the victim of a crime, witness, or been investigated by any law enforcement agency for any reason? If yes, explain.

53. Have you ever been arrested for any reason other than a traffic violation? If yes, explain. (This includes misdemeanor and felony arrests, appearance ticket issued, court appearances, fines, jail time served, convictions and dismissals. List date, charge, disposition, location, and the name and address of the arresting agency).

54. Have you ever stolen from an employer? If yes, explain.

55. Do you use any of the following substances, drugs, narcotics? Answer yes or no to "a" through "j"

	No	Yes	Frequency and number of Times Used
a. Marijuana			
b. Hashish, Hash Oil			
c. Cocaine/Crack			
d. Barbiturates (downers)			
e. Amphetamines (ice, uppers, speed)			
f. Heroin			
g. LSD (other hallucinogens)			
h. PCP (angel dust)			
i. THC, Opium			
j. Morphine			

56. Have you ever purchased or been given any type of narcotics or drugs, including marijuana, without a doctor's prescription? If yes, explain in detail.

57. Have you ever sold narcotics or drugs, including marijuana to any person? If yes, explain.

58. Do you currently drink alcoholic beverages?

## **Military**

59. Have you ever served in the United States Army, Navy, Air Force, Marine Corp, Coast Guard, ROTC, or other military or paramilitary organization? If yes, list below.

Organization	Dates	Rank	Job Specialty
--------------	-------	------	---------------

60. Type of discharge(check one):    Dishonorable    Medical    General    Other

Attach Photostat copies of all DD214 forms (member 4 copy) from all periods of service.

61. Have you ever had a security clearance investigation conducted on you by any government agency? If yes, explain.

62. Are you now a member of the active or inactive Reserves or the National Guard? If yes, list unit/location.

63. When must you be on Reserve or National Guard duty?

64. List dates and charges of all Uniform Code of Military Justice (UCMJ) disciplinary actions.

65. List special skills learned in the military.

### **Personal Interest**

66. List all organized sports in which you have participated while in high school or college.
67. List present athletic activities in which you currently participate.
68. Use this space for any comments regarding your athletic history or awards.
69. To what organizations do you belong? (Unions, social, fraternal, PTA, etc., excluding those which indicate race, religion, or national origin).
70. What offices or leadership positions have you held in the above organizations?
71. Are you now or have you ever been a member of any organization which advocates the overthrow of local, state or federal government?
72. Describe how a particular person or event has had a positive influence on your adult life (use additional paper if needed).

### **General Information**

73. Why are you seeking the position of Police Officer? (Use additional paper if needed).
74. Why are you seeking a position with us?
75. Number of times late to work in the past 12 months                      Please Explain.
76. Do you understand the general job requirements and duties for this position? If no, describe job areas that you need further clarification on.
77. Have you ever participated in an internship or "ride-along" with any law enforcement agency? If yes, explain.
78. Do you object to working nights, weekends, holidays, or rotating shifts?
79. Is there anything that you believe would disqualify you from employment or hinder you in the discharge of official department duties? If yes, explain.



## **References**

80. List five character references, other than employers or supervisors, who you have known longer than five (5) years, and you know well.

Name:

Home Address:

Home Phone:

Business Address:

Business Phone:

Dates Known:

Name:

Home Address:

Home Phone:

Business Address:

Business Phone:

Dates Known:

Name:

Home Address:

Home Phone:

Business Address:

Business Phone:

Dates Known:

Name:

Home Address:

Home Phone:

Business Address:

Business Phone:

Dates Known:

Name:

Home Address:

Home Phone:

Business Address:

Business Phone:

Dates Known:

81. Please supply the appropriate information below. If a category does not apply, write "N/A." Give address and phone number where person can be contacted.

Father:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Mother:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Father-in-Law:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Mother-in-Law:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Spouse:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Former Spouse(s):

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Former Spouse(s):

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Brother(s) and Sister(s):

Name:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Name:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Name:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Stepmother:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Stepfather:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Stepbrother(s) and Stepsister(s):

Name:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Name:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Name:

Address:

Home	Work	Other
------	------	-------

Phone:

Home	Work	Other
------	------	-------

Other relatives with whom you have a close personal relationship (including children).

Name:

Address:

Home Work Other

Phone:

Home Work Other

Name:

Address:

Home Work Other

Phone:

Home Work Other

Name:

Address:

Home Work Other

Phone:

Home Work Other

Name:

Address:

Home Work Other

Phone:

Home Work Other

Name:

Address:

Home Work Other

Phone:

Home Work Other

82. Is there anything else that we should know about you before beginning your background investigation?

## **Background Questionnaire Sample 2**

### Application for Background Investigation

This application is a permanent record. All information must be typed **by the applicant**. Each applicant shall print a final copy to be provided in person at the  
Saving this document is highly recommended. Falsified or incomplete applications will **not be accepted**.

Upon reporting to your background appointment with your Background Investigator, you must present your completed application as well as copies of the following documents:

DOCUMENT CHECK LIST	Completed	N/A	Candidate will provide by:
Completed and printed background packet			
Valid motor vehicle operator's license			
Social Security Card			
Certified copy of your birth certificate			
High School Diploma			
GED Test Score			
Sealed College Transcripts (for all institutions attended)			
Certified copy of marriage certificate(s)			
Divorce decree(s)			
Proof of auto insurance for all vehicles you operate			
Certificate of Naturalization or Application for Citizenship			
Selective Service number (Enter here:)			
Military DD214			
Bankruptcy records			
Copy of Credit Report (sealed envelope)			
Civil suit records			
Name change records			
Copy of all police report(s) including traffic accident report(s)			
Law enforcement training records (if applicable)			
Other:			
Other:			

### IMPORTANT INSTRUCTIONS:



Please read and follow these instructions carefully.

1. This document shall be obtained and saved to your device by visiting the following website:
  - Web Page:
  - File Location:
2. THIS DOCUMENT **MUST** BE TYPED.
3. Do not mail this application or the previous requested documents. Applicants must complete all sections of the application. Failure to do so will delay the completion of your background investigation.
4. It is **mandatory** that all information requested be supplied in the manner specified. Each question on this application must be answered; leave no blanks. If a question does not apply to you, enter N/A in that space. **An incomplete application will not be accepted!**
5. List full and complete addresses including **zip codes** and **area codes** for all requested addresses and telephone numbers. Abbreviations may be used such as “Apt” for apartment, and “St” for street.
6. Print full names of all references: first name, middle name, and last name. If the reference has no middle name or initial, indicate by “N/A”. List relatives in the order requested. For deceased relatives, indicate “deceased” next to their name.
7. Complete all the information on educational background. List all high schools attended and/or graduated from and all colleges attended.
8. When listing residence information, begin with your present residence and go back to age fifteen.
9. When listing employment information, begin with your present employer and list all other employers. List actual work addresses, not corporate office addresses. Each month and year must be accounted for. **Be sure each address is accurate and complete.**
10. List periods of military service, including the name of your station or assignment, and your residence if you lived off base. If you resided at an address other than your permanent home address while attending school/college, list it.
11. If there is not sufficient space to include all information required, place additional sheets at the back of this packet.
12. **Any false statements or omissions** made on this questionnaire may cause your name to be removed from the eligibility list or be cause for immediate termination from the process, if an appointment to position has been made.

I have read and understand the instructions provided. I understand that this questionnaire will be used to conduct my background investigation. I understand that employers, relatives, neighbors, and other associates will be interviewed. I understand that the information I provide will result in a final investigation report, which will be used by the HIRING INTERVIEW PANEL to assist in the evaluation of candidate suitability for this department.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date: \_\_\_\_\_

**I. Personal Background:** Type answers to all fields or mark N/A if the question is not applicable.

**Section A.**

1. Full Legal Name (First, Middle, Last, Suffix)			2. Date of Birth	
3. a. Residential Address		b. City	c. State	d. Zip Code e. County
4. a. Mailing Address (if different)		b. City	c. State	d. Zip Code e. County
5. a. Home Telephone Number	b. Business Telephone Number		c. Cellular Telephone Number	
6. E-mail Address				
7. a. Have you used any name (including nicknames) other than that listed above to obtain education, employment, finances, or to obtain traffic or criminal records?      Yes      No				
b. If yes, explain				
c. If a legal change, indicate date, location, and authority				
8. Driver License Number		9. Age	10. Last four digits of Social Security Number	
11. a. Are you a U.S. Citizen?      Yes      No <b>Note:</b> If hired, you will be asked to produce proof of citizenship (a birth certificate, certificate of naturalization, or certificate of citizenship.)			b. Are you a Michigan Resident? Yes      No	
12. a. Have you ever applied for a position with this department?      Yes      No				
b. Check all that apply:      Police Officer      Reserve Police Officer      Administrative Assistant      Police Cadet				
c. If yes, was a background investigation completed?      Yes      No				
d. If yes, were you      Accepted      Rejected      Date:				
13. If rejected, explain why –				
14. a. Have you attended a training academy for certification as a law enforcement officer?      Yes      No				
If yes, list the name of school attended, address, and telephone below:				
b. Name of School Attended	c. Address (including City, State and Zip Code		d. Telephone Number	
15. Have you ever applied to another law enforcement agency in the continental United States?      Yes      No				
If yes, list the date, name and address of the agency below. If you have applied to more than two, list the same information for each agency on an additional page.				
(1) Agency Name	c. Date of Application	d. Address		e. Current Status of Application
(2) Agency Name	c. Date of Application	d. Address		e. Current Status of Application

<b>II. Traffic and Criminal History:</b> Type answers to all fields or mark N/A if the question is not applicable.							
<b>Section A.</b>							
1. Have you ever had an operator's (driver) license issued by another state?      Yes      No If yes, provide the following:							
2. State(s)		3. Dates			4. Number		
<b>List any additional licenses on a separate page.</b>							
<b>Section B.</b>							
1. Have you ever received an appearance ticket or have you been arrested for any felony or misdemeanor other than a traffic violation; i.e., minor in possession, open intoxicants, home invasion, etc. This list is not all inclusive. Yes      No      If yes, provide the following:							
2. Date		3. Charge		4. Disposition		5. Location	
6. Arresting Agency		7. Address		8. Court		9. Address	
<b>Note:</b> The above section is to include any and all arrests other than those for traffic violations. Having been arrested <b>does not</b> mean you cannot be appointed. The seriousness, recency, number, pattern, and surrounding circumstances will be considered.							
<b>List any other arrests on a separate page.</b>							
<b>Section C.</b>							
1. Have any immediate family members (father, mother, brothers, sisters, spouse, children) been convicted of any crime other than a traffic violation in the last five years? Yes      No      If yes, provide the following:							
2. Family Member		3. Charge		4. Agency		5. Address	
<b>Section D.</b>							
1. Have you ever been investigated, contacted, or interviewed as a suspect or witness by any law enforcement agency for any reason? Yes      No      If yes, provide the following:							
2. Date	3. Agency	4. Number and Street Address	5. City	6. State	7. Zip Code	8. Telephone	
9. Reason							
<b>Section E.</b>							
1. Have you or a member of your immediate family been a victim of a crime? Yes      No							

2. Details					
<b>Section F.</b>					
List all traffic citations, including parking citations, which you have been issued:					
(1) Date	Charge	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Court Disposition	
(2) Date	Charge	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Court Disposition	
(3) Date	Charge	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Court Disposition	

(4) Date	Charge	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Court Disposition	
(5) Date	Charge	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Court Disposition	
(6) Date	Charge	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Court Disposition	

**List any additional citations on a separate page.**

<b>Section G.</b>					
List all traffic accidents in which you have been involved. Include any accidents that were not reported:					
(1) Date	Complaint Number	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Issued Citation Yes    No	
If citation issued, give charge.		If not reported, give reason.			
(2) Date	Complaint Number	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Issued Citation Yes    No	

If citation issued, give charge.		If not reported, give reason.			
(3) Date	Complaint Number	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Issued Citation Yes      No	
If citation issued, give charge.		If not reported, give reason.			
(4) Date	Complaint Number	Location – Street and nearest cross street	City	State	Zip Code
Police Agency		Address	Telephone	Issued Citation Yes      No	
If citation issued, give charge.		If not reported, give reason.			
<b>List any additional traffic crashes on a separate page.</b>					

**III. Financial Record:** Type answers to all fields or mark N/A if the question is not applicable.

**Note:** Financial responsibility is an indication of your integrity and character. Failure to manage debt will be considered in determining your suitability. If you are relying on your spouse's income for debt repayment, include your spouse's accounts, debts, and income in this record.

**Section A.**

1. Do you have a savings account?

Yes      No    If yes, provide the following:

(1) Bank Name	Address	Telephone	Account Number
Balance	Account Type Joint      Individual	If joint account, list all names on the account.	
(2) Bank Name	Address	Telephone	Account Number
Balance	Account Type Joint      Individual	If a joint account, list all names on the account.	

**Section B.**

1. Do you have a checking account?

Yes      No    If yes, provide the following:

(1) Bank Name	Address	Telephone	Account Number
Balance	Account Type Joint      Individual	If joint account, list all names on the account.	
(2) Bank Name	Address	Telephone	Account Number
Balance	Account Type Joint      Individual	If joint account, list all names on the account.	

**Section C.**

1. Do you own or are you buying a home?

Yes      No    If yes, provide the following:

2. Number – Street Address	3. City	4. State	5. Zip Code
6. Amount Invested	7. Amount of Mortgage	8. Monthly Payment	9. Payments Current Yes      No
10. Bank or company holding mortgage		11. City	12. State
			13. Telephone

**Section D.**

1. Do you own or are you buying other real estate?

Yes      No    If yes, provide the following:

2. Number – Street Address	3. City	4. State	5. Zip Code
6. Amount Invested	7. Amount of Mortgage	8. Monthly Payment	9. Payments Current Yes      No
10. Bank or company holding mortgage		11. City	12. State
			13. Telephone

**Section E.**

1. Are you currently renting a home or apartment? Yes      No    If yes, provide the following:		2. Name of lessor, landlord, property manager, or management company.	
3. Number – Street Address	4. City	5. State	6. Zip Code
7. Amount of rent or payment		8. Person(s) with whom renting	
9. a. Are you current with your monthly payments? Yes      No		9. b. If no, give the date of the last payment you made.	

#### Section F.

1. Do you own or are you buying a motor vehicle? Yes      No		2. Are you behind in any payments? Yes      No		3. If yes, how many?
4. Make/model of vehicle		5. Plate/VIN		6. Lending institution/finance company
7. Number - Street Address	8. City	9. State	10. Zip Code	11. Telephone
12. Amount Owed	13. Monthly Payment	14. Original Loan Amount		15. Account Number
16. Have you ever had a vehicle repossessed? Yes      No		17. Date		18. Company

**Note:** List additional vehicles and/or recreational vehicles; i.e., boats, motorcycles, motor homes etc. on a separate page.

#### Section H.

**Other loans:** List all loans for which you have signed or cosigned. Include your spouse's loans if your income will be relied upon for repayment.

(1) Lending Institution		Number and Street Address		
City	State	Zip Code	Account Number	
Area Code – Telephone	Amount Owed	Monthly Payment	Original Loan Amount	
Reason for Loan		Date Opened	Date Closed	
Are you currently or have you ever been behind in any payments?      Yes      No				
If yes, give amounts, dates, and reason(s)				
(2) Lending Institution		Number and Street Address		
City	State	Zip Code	Account Number	
Area Code – Telephone	Amount Owed	Monthly Payment	Original Loan Amount	
Reason for Loan		Date Opened	Date Closed	
Are you currently or have you ever been behind in any payments?      Yes      No				

If yes, give amounts, dates, and reason(s)			
(3) Lending Institution		Number and Street Address	
City	State	Zip Code	Account Number
Area Code – Telephone	Amount Owed	Monthly Payment	Original Loan Amount
Reason for Loan		Date Opened	Date Closed
Are you currently or have you ever been behind in any payments?      Yes      No			
If yes, give amounts, dates, and reason(s)			

(4) Lending Institution		Number and Street Address	
City	State	Zip Code	Account Number
Area Code – Telephone	Amount Owed	Monthly Payment	Original Loan Amount
Reason for Loan		Date Opened	Date Closed
Are you currently or have you ever been behind in any payments?      Yes      No			
If yes, give amounts, dates, and reason(s)			

**List any additional loans on a separate page.**

**Section I.**

**Charge accounts:** Include your spouse's charge accounts if your income will be relied upon for repayment.

List all charge accounts, even if closed.

(1) Name of Charge Account			Number and Street Address	
City			State	Zip Code
Area Code – Telephone	Name of Account Holder		Account Number	Average Monthly Payment
Current Balance	Date Opened	Date Closed	Type of Account Installment      Revolving      Other	
(2) Name of Charge Account			Number and Street Address	
City			State	Zip Code



Area Code – Telephone		Name of Account Holder		Account Number	Average Monthly Payment
Current Balance	Date Opened	Date Closed	Type of Account Installment    Revolving    Other		
(3) Name of Charge Account			Number and Street Address		
City			State	Zip Code	
Area Code – Telephone		Name of Account Holder		Account Number	Average Monthly Payment
Current Balance	Date Opened	Date Closed	Type of Account Installment    Revolving    Other		
(4) Name of Charge Account			Number and Street Address		
City			State	Zip Code	
Area Code – Telephone		Name of Account Holder		Account Number	Average Monthly Payment
Current Balance	Date Opened	Date Closed	Type of Account Installment    Revolving    Other		

(5) Name of Charge Account			Number and Street Address		
City			State	Zip Code	
Area Code – Telephone		Name of Account Holder		Account Number	Average Monthly Payment
Current Balance	Date Opened	Date Closed	Type of Account Installment    Revolving    Other		
(6) Name of Charge Account			Number and Street Address		
City			State	Zip Code	
Area Code – Telephone		Name of Account Holder		Account Number	Average Monthly Payment
Current Balance	Date Opened	Date Closed	Type of Account Installment    Revolving    Other		
<b>Please list any additional charge accounts on a separate page.</b>					

<b>Section J.</b>			
1. Other payments; i.e., child support, alimony, and maintenance.			
2. Payee Name		3. Number and Street Address	
4. City		5. State	6. Zip Code
7. Area Code – Telephone	8. Monthly Payment	9. Balance Due	10. Date Opened
11. Date Closed	12. Reason		
<b>List any additional payments on a separate page.</b>			
<b>Section K.</b>			
1. Other debts (Any debts other than those listed above; i.e., student loans, tuition, etc.)			
2. Name of Creditor		3. Number and Street Address	
4. City		5. State	6. Zip Code
7. Area Code – Telephone	8. Original Amount	9. Monthly Payment	10. Balance
11. Deferred Yes    No	12. Date Payments Start	13. Date Opened	14. Date Closed
15. Reason for Debt			
16. a. Have you ever defaulted on a tuition loan? Yes    No		b. If yes, explain.	
<b>List any additional debts on a separate page.</b>			
<b>Section L.</b>			
1. Income – Annual Salary		2. Other Income	3. Source(s)
4. Number - Street Address	5. City	6. State	7. Zip Code
8. Area Code – Telephone			
<b>If you are relying on your spouse's income as a basis for debt repayment, complete the following:</b>			
a. Spouse Income	b. Employer	c. Number and Street Address	d. City
e. State	f. Zip Code	g. Area Code – Telephone	
<b>Section M.</b>			
<b>Note:</b> You are not required to disclose income from alimony, child support, or maintenance, but if you want it considered with this application, complete the following:			

1. Payer		2. Monthly Payment Alimony    Child Support    Maintenance    Other	
3. How long have payments been made?		4. Are payments up to date Yes    No	
5. Do you have any other investments or sources of income? Yes    No		6. Source(s)	7. Amount
8. Total monthly income	9. Total amount of debt		10. Total amount of monthly payments
<b>Section N.</b>			
1. a. Has there ever been a disagreement or discrepancy with your creditors or on your credit report? Yes    No		b. If yes, how was it/were they resolved?	
2. a. Have you ever been sued for any reason or petitioned for bankruptcy? Yes    No		b. If yes, attach a separate page explaining the circumstances completely.	
<b>Section O.</b>			
<b>Financial Support:</b> Names and ages of those who depend on you for financial support.			
(1) Name		Age	Number - Street Address
City	State	Zip Code	Area Code – Telephone
(2) Name		Age	Number - Street Address
City	State	Zip Code	Area Code – Telephone
(3) Name		Age	Number – Street Address
City	State	Zip Code	Area Code – Telephone
<b>Please list any additional dependents on a separate page.</b>			

<b>IV. Education:</b> Type answers to all fields or mark N/A if the question is not applicable.			
<b>Section A.</b>			
1. High School		2. Number - Street Address	
3. City	4. State	5. Zip Code	6. Area Code – Telephone
7. Dates Attended From            To	8. a. Did you Graduate?  Yes            No	b. If no, have you completed a general educational development test?  Yes            No <b>You must provide high school transcripts or G.E.D. scores.</b>	
<b>Please list any additional high schools on a separate page.</b>			
<b>Section B.</b>			
<b>Colleges Attended:</b> List the information for all of the colleges attended whether you completed a degree program or not.			
(1) College Name		2. Number - Street Address	
3. City	4. State	5. Zip Code	6. Area Code – Telephone
7. Dates Attended From            To	8. Degree	9. Major	10. Years Completed
(2) College Name		b. Number - Street Address	
c. City	d. State	e. Zip Code	f. Area Code – Telephone
g. Dates Attended From            To	h. Degree	i. Major	j. Years Completed
(3) College Name		b. Number - Street Address	
c. City	d. State	e. Zip Code	f. Area Code – Telephone
g. Dates Attended From            To	h. Degree	i. Major	j. Years Completed
<b>You must provide college transcripts and diplomas. Please list additional colleges on a separate page.</b>			
<b>Section C.</b>			
1. Name of Correspondence or trade school		2. Number - Street Address	
3. City	4. State	5. Zip Code	6. Area Code – Telephone
7. Courses	8. Years, months or hours Completed	9. Dates Attended From            To	10. Certificate
11. What languages can you read and/or speak fluently?			



<b>V. Activities:</b> Type answers to all fields or mark N/A if the question is not applicable.			
<b>Section A.</b>			
List any activities in which you have been involved that you believe reflects your interest in public service work or community affairs. Include tutoring, drug treatment or crisis work, correctional program assistance, coaching, counseling, or other relevant public service.			
1. Types of Activities			
2. Organization Name		3. Number - Street Address	
4. City	5. State	6. Zip Code	7. Area Code – Telephone
<b>Section B.</b>			
1. List any honors, awards, or other recognition which you may have received for scholarships, athletics, community service, or other achievements.			
<b>Section C.</b>			
List any positions of leadership (elected or appointed) that you have held as part of or separate from school.			
1. Organization	2. County	3. Number - Street Address	
4. City	5. State	6. Zip Code	7. Area Code – Telephone
8. Position Held			
<b>Please list any additional offices on a separate page.</b>			
<b>VI. Employment:</b> Type answers to all fields or mark N/A if the question is not applicable.			
<b>Section A.</b>			
Please give your chronological history of employment for the past ten years. Account for the entire ten-year period. Include all service for any military reserve organization, all casual employment, and all periods of unemployment. State what you did during those periods.			
<b>List present or most recent job first.</b>			
<b>Note:</b> Employers, supervisors, and co-workers may be interviewed by the investigator. Employment discharge or discipline does not mean you cannot be appointed. The seriousness, recency, and surrounding circumstances will be considered.			
(1) Dates of Employment	Employer		Number - Street Address
City	State	Zip Code	Area Code – Telephone
Type of Business	Supervisor		Title of Position

Salary	Duties	Reason for Leaving
Are you eligible for rehiring?  Yes      No	If no, why?	

(2) Dates of Employment	Employer		Number - Street Address
City	State	Zip Code	Area Code – Telephone
Type of Business	Supervisor		Title of Position
Salary	Duties		Reason for Leaving
Are you eligible for rehiring? Yes      No	If no, why?		

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(3) Dates of Employment	Employer		Number - Street Address
City	State	Zip Code	Area Code – Telephone
Type of Business	Supervisor		Title of Position
Salary	Duties		Reason for Leaving
Are you eligible for rehiring? Yes      No	If no, why?		

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(4) Dates of Employment	Employer		Number - Street Address
City	State	Zip Code	Area Code – Telephone
Type of Business	Supervisor		Title of Position
Salary	Duties		Reason for Leaving
Are you eligible for rehiring? Yes      No	If no, why?		

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(5) Dates of Employment	Employer		Number - Street Address
City	State	Zip Code	Area Code – Telephone
Type of Business	Supervisor		Title of Position



Salary	Duties	Reason for Leaving
Are you eligible for rehiring? Yes      No	If no, why?	

(6) Dates of Employment	Employer		Number - Street Address
City	State	Zip Code	Area Code – Telephone
Type of Business	Supervisor		Title of Position
Salary	Duties	Reason for Leaving	
Are you eligible for rehiring? Yes      No	If no, why?		
(7) Dates of Employment	Employer		Number - Street Address
City	State	Zip Code	Area Code – Telephone
Type of Business	Supervisor		Title of Position
Salary	Duties	Reason for Leaving	
Are you eligible for rehiring? Yes      No	If no, why?		
Have you ever applied for unemployment? Yes      No		Office or Branch	Number - Street Address
Dates	Employer		
<b>List any additional unemployment on a separate page.</b>			



**VII.Marital Status and Family:** Type answers to all fields or mark N/A if the question is not applicable.

**Section A.**

The full name of each family member (father, mother, spouse, brothers, sisters, children, step-fathers, step-mothers, step-brothers, step-sisters, step-children, including guardians) is required. Include maiden names, if different from your own. If you have been married more than once, including annulments, furnish the same data concerning former spouse. List children last.

(1) First Name	Middle Name	Last Name	Relationship	
Number and Street Address	City	State	Zip Code	County
Telephone – Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			
(2) First Name	Middle Name	Last Name	Relationship	
Number and Street Address	City	State	Zip Code	County
Telephone - Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			
(3) First Name	Middle Name	Last Name	Relationship	
Number and Street Address	City	State	Zip Code	County
Telephone – Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			
(4) First Name	Middle Name	Last Name	Relationship	
Number and Street Address	City	State	Zip Code	Count
Telephone – Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			

(5) First Name	Middle Name	Last Name		Relationship
Number and Street Address	City	State	Zip Code	County
Telephone – Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			
(6) First Name	Middle Name	Last Name		Relationship
Number and Street Address	City	State	Zip Code	County
Telephone – Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			
(7) First Name	Middle Name	Last Name		Relationship
Number and Street Address	City	State	Zip Code	County
Telephone – Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			
(8) First Name	Middle Name	Last Name		Relationship
Number and Street Address	City	State	Zip Code	County
Telephone – Home	Telephone Business	Date of Birth	Place of Birth	
Living or Deceased	If Deceased, Please Give Date of Death.			

Please list any additional family members on a separate page.		
<b>Section B.</b>		
<b>Cohabitation:</b> State the names of those with whom are you currently living:		
(1) Name	Age	Relationship
(2) Name	Age	Relationship
(3) Name	Age	Relationship
(4) Name	Age	Relationship
(5) Name	Age	Relationship

<b>VIII.Military:</b> Type answers to all fields or mark N/A if the question is not applicable.	
<b>Section A.</b>	
1. Selective Service Number	2. Military Serial Number
3. a. Have you ever served in the military of a foreign government? Yes    No <b>If yes, answer questions in VIII Military Section B, X. Residence Record and XI. Recreation regarding that service on a separate page.</b>	
b. Selective Service Board Number	c. Number and Street Address
d. Draft Classification	e. Draft Lottery Number
<b>Section B.</b>	
1. Dates of Active Service From                      To	
2. Branch of Service	3. Last Duty Station
4. Complete Military Address	
5. a. Rank Upon Discharge	b. Type of Discharge Honorable                      Other    If other, give details on a separate page.
6. a. Were you ever the subject of a court-martial or other disciplinary action? Yes    No <b>If yes, provide details on a separate page explaining each incident in detail.</b>	

b. How many times?

**Note:** If you were separated from any branch of military service, you must provide a certificate of separation (DD-214)

**IX. References:** Type answers to all fields or mark N/A if the question is not applicable.**Section A.**

(1) First Name	Last Name		Relationship	
Number and Street Address	City	State	Zip Code	County
Number and Business Street Address	City	State	Zip Code	County
Area Code - Telephone – Home	Area Code - Telephone – Business			

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(2) First Name	Last Name		Relationship	
Number and Street Address	City	State	Zip Code	County
Number and Business Street Address	City	State	Zip Code	County
Area Code - Telephone – Home	Area Code - Telephone – Business			

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(3) First Name	Last Name		Relationship	
Number and Street Address	City	State	Zip Code	County
Number and Business Street Address	City	State	Zip Code	County
Area Code - Telephone – Home	Area Code - Telephone – Business			

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(4) First Name	Last Name		Relationship	
Number and Street Address	City	State	Zip Code	County
Number and Business Street Address	City	State	Zip Cod	County
Area Code - Telephone – Home	Area Code - Telephone – Business			

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(5) First Name	Last Name		Relationship	
Number and Street Address	City	State	Zip Code	County

Number and Business Street Address	City	State	Zip Code	County
Area Code - Telephone – Home	Area Code - Telephone – Business			

**Section B.**

**Law Enforcement References:** List any law enforcement officials whom you know personally.

(1) First Name	Last Name		Relationship	
Number and Street Address	City	State	Zip Code	County
Number and Business Street Address	City	State	Zip Code	County
Area Code - Telephone – Home	Area Code - Telephone – Business			
(2) First Name	Last Name		Relationship	
Number and Street Address	City	State	Zip Code	County
Number and Business Street Address	City	State	Zip Code	County
Area Code - Telephone – Home	Area Code - Telephone – Business			

**Please list any additional information on a separate page.**

**X. Residence Record:** Type answers to all fields or mark N/A if the question is not applicable.

**Section A.**

**Residency:** List all residences since age 16.

(1) Dates From                      To	Number and Street Address			
City	State	County	Zip Code	
(2) Dates From                      To	Number and Street Address			



City	State	County	Zip Code
(3) Dates From            To		Number and Street Address	
City	State	County	Zip Code
(4) Dates From            To		Number and Street Address	
City	State	County	Zip Code
(5) Dates From            To		Number and Street Address	
City	State	County	Zip Code
(6) Dates From            To		Number and Street Address	
City	State	County	Zip Code
(7) Dates From            To		Number and Street Address	
City	State	County	Zip Code
(8) Dates From            To		Number and Street Address	
City	State	County	Zip Code
<b>List any additional addresses on a separate page.</b>			
<b>XI. Recreation</b>			
1. List any recreational activities in which you participate.			
<b>XII. Other Information</b>			
1. In the area below, furnish any additional information you feel will be of value to the investigator. Include information you feel will explain or clarify information you provided in your application for this position.			

**READ CAREFULLY BEFORE SIGNING**

I understand that any conditional job or appointment tendered to me will be contingent upon the result of a thorough background investigation. I understand that this document must be delivered by the date given to me at the background investigation meeting.

I further understand that during the application process and/or background investigation, I am required to report to my assigned \_\_\_\_\_ Background Investigator any changes in my personal history covered in this document within 10 days. I am aware that failure to report any changes in my personal history may cause me to be removed from further consideration.

I hereby swear and affirm that all answers are **COMPLETE, TRUE, and ACCURATELY** recorded in this and all other documents submitted to the \_\_\_\_\_ in consideration of my application for the listed position. I understand that providing FALSE, MISLEADING, and/or INCOMPLETE information during the selection process is grounds for exclusion from the selection process, or discharge if discovered after a conditional offer of employment has been given.

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**Signature**

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**Date**