



# AGENCY ASSESSMENT REPORT

## COMPREHENSIVE BACKGROUND INVESTIGATION

The Agency Assessment process is thoroughly outlined on the dedicated [Agency Assessment webpage on the MCOLES website](#). This page provides an in-depth explanation of the assessment's purpose, the four areas of focus for evaluation, the procedures to expect, and the rating scale used to document findings in each area. Additionally, it includes a resource guide on the statutes and rules relevant to each area assessed. Reviewing this information will assist in ensuring proper preparation and understanding of the assessment process.

<b>AGENCY</b>	
<b>DATE OF REVIEW</b>	<b>REVIEW COMPLETED BY</b>

RECORDS ASSESSED								
RECORD	LAST NAME	FIRST NAME	IA	YES	N/A	NO	CDA	CAR
1								
2								
3								
4								
5								
<b>TOTAL</b>								

SUMMARY OF BACKGROUND INVESTIGATIONS		
CORRECTIVE ACTION REQUIRED	YES	NO

**RECORD 1**

LAST NAME	FIRST NAME	MCOLES #	DATE OF HIRE

**STANDARDS COMPLIANCE**

CRITERIA	YES	N/A	NO	CDA	CAR
1. Narrative Report Completed					
2. MCOLES Personal History Statement and Affidavit Completed					
3. Agency Personal History Statement and Affidavit Completed					
4. Required MCOLES Documents Submitted & Maintained (Employee History Record)					
5. Prohibitive Adjudications of Guilt: <b>Live Scan fingerprint based criminal history</b> background check in compliance with CJIS police. Obtaining certified record from the court of jurisdiction.					
6. Adjudication Status Obtained from Court of Jurisdiction (if applicable)					

**CHARACTER FITNESS***(Personal traits and integrity; identifying behavior, both positive and negative)*

CRITERIA	YES	N/A	NO	CDA	CAR
7. In-person interviews of supervisors, co-workers, teachers, professors, coaches, police academy training director(s), trainers, roommates, etc. Asking each contact for the names of 3 additional individuals (and applicable contact information) who are familiar with the applicant.					
8. Conduct an in-person home visit to interview individuals with whom the applicant resides.					
9. In addition to conducting interviews during the home visit, document objective observations of the applicant's home environment.					
10. Interviews of associates, roommates, neighbors, landlord(s) 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 the additional associates provided to the background investigator.					
11. 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).					
12. Provide individuals who were interviewed with a questionnaire about the applicant.					
13. Investigate applicant's social media searching all publicly available profiles of the applicant. Searching applicant's friends/acquaintances posts/photographs.					

**LAW ENFORCEMENT & COURT CONTACTS***(Identifying potential illegal behavior or behavior that shows a lack of integrity)*

CRITERIA	YES	N/A	NO	CDA	CAR
14. 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. LEIN search for canceled warrants and alcohol violations.					
15. Law Enforcement Contact Questionnaire: Emailed/faxed request to all law enforcement agencies in the areas where the applicant has ever lived, worked, attended school, or frequented					

16. Gathering of all police reports involving the applicant					
17. Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented					
18. Obtaining all court related documents referencing the applicant					
19. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings					
20. Review of credit history by having the applicant produce a credit report from one of the three report services in front of the investigator. Review of bank statements (where does the applicant spend money?)					
<b>PERSONAL PROTECTION ORDERS/MARRIAGE STATUS/RESIDENCY &amp; ADDRESS VERIFICATION</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
21. In person interview of PPO plaintiff. LEIN check (if applicable)					
22. Obtaining Marriage and Divorce records from holder of record (office of the county clerk)					
23. Google search of applicant. LexisNexis, Accurint, CLEAR search of the individual to locate potential past home addresses/employers/associates					
24. Residential Address History (ex. Secretary of State & U.S. Postal service address history query)					
25. Prior Employment Verification (ex. obtaining Social Security pay records to confirm all prior employment)					
<b>PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
26. Locating all law enforcement agencies that have conducted a background investigation on the applicant					
27. Supervisor and Co-worker Questionnaire / Interview of Previous Law Enforcement Trainers, Co-workers, and Supervisors					
28. In person review of all background investigations conducted on the applicant. In person review of MCOLES documents related to the applicant					

RECORD 1 INVESTIGATION ASSESSMENT		
INVESTIGATION CATEGORY	Did the investigative steps taken within each of the four categories sufficiently contribute to a comprehensive assessment of the candidate's Moral Character?	
	YES	NO
CHARACTER FITNESS	<input type="checkbox"/>	<input type="checkbox"/>
LAW ENFORCEMENT & COURT CONTACTS	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTION ORDERS, MARRIAGE STATUS, RESIDENCY/ADDRESS VERIFICATION	<input type="checkbox"/>	<input type="checkbox"/>
PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS	NA <input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>		

RECORD 1 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
INVESTIGATION ASSESSMENT SCORE	CORRECTIVE ACTION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
RECORD ASSESSMENT SUMMARY	

**RECORD 2**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MCOLES #</b>	<b>DATE OF HIRE</b>

**STANDARDS COMPLIANCE**

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
1. Narrative Report Completed					
2. MCOLES Personal History Statement and Affidavit Completed					
3. Agency Personal History Statement and Affidavit Completed					
4. Required MCOLES Documents Submitted & Maintained (Employee History Record)					
5. Prohibitive Adjudications of Guilt: <b>Live Scan fingerprint based criminal history</b> background check in compliance with CJIS police. Obtaining certified record from the court of jurisdiction.					
6. Adjudication Status Obtained from Court of Jurisdiction (if applicable)					

**CHARACTER FITNESS***(Personal traits and integrity; identifying behavior, both positive and negative)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
7. In-person interviews of supervisors, co-workers, teachers, professors, coaches, police academy training director(s), trainers, roommates, etc. Asking each contact for the names of 3 additional individuals (and applicable contact information) who are familiar with the applicant.					
8. Conduct an in-person home visit to interview individuals with whom the applicant resides.					
9. In addition to conducting interviews during the home visit, document objective observations of the applicant's home environment.					
10. Interviews of associates, roommates, neighbors, landlord(s) 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 the additional associates provided to the background investigator.					
11. 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).					
12. Provide individuals who were interviewed with a questionnaire about the applicant.					
13. Investigate applicant's social media searching all publicly available profiles of the applicant. Searching applicant's friends/acquaintances posts/photographs.					

**LAW ENFORCEMENT & COURT CONTACTS***(Identifying potential illegal behavior or behavior that shows a lack of integrity)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
14. 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. LEIN search for canceled warrants and alcohol violations.					
15. Law Enforcement Contact Questionnaire: Emailed/faxed request to all law enforcement agencies in the areas where the applicant has ever lived, worked, attended school, or frequented					

16. Gathering of all police reports involving the applicant					
17. Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented					
18. Obtaining all court related documents referencing the applicant					
19. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings					
20. Review of credit history by having the applicant produce a credit report from one of the three report services in front of the investigator. Review of bank statements (where does the applicant spend money?)					
<b>PERSONAL PROTECTION ORDERS/MARRIAGE STATUS/RESIDENCY &amp; ADDRESS VERIFICATION</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
21. In person interview of PPO plaintiff. LEIN check (if applicable)					
22. Obtaining Marriage and Divorce records from holder of record (office of the county clerk)					
23. Google search of applicant. LexisNexis, Accurint, CLEAR search of the individual to locate potential past home addresses/employers/associates					
24. Residential Address History (ex. Secretary of State & U.S. Postal service address history query)					
25. Prior Employment Verification (ex. obtaining Social Security pay records to confirm all prior employment)					
<b>PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
26. Locating all law enforcement agencies that have conducted a background investigation on the applicant					
27. Supervisor and Co-worker Questionnaire / Interview of Previous Law Enforcement Trainers, Co-workers, and Supervisors					
28. In person review of all background investigations conducted on the applicant. In person review of MCOLES documents related to the applicant					

RECORD 2 INVESTIGATION ASSESSMENT		
INVESTIGATION CATEGORY	Did the investigative steps taken within each of the four categories sufficiently contribute to a comprehensive assessment of the candidate's Moral Character?	
	YES	NO
CHARACTER FITNESS	<input type="checkbox"/>	<input type="checkbox"/>
LAW ENFORCEMENT & COURT CONTACTS	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTION ORDERS, MARRIAGE STATUS, RESIDENCY/ADDRESS VERIFICATION	<input type="checkbox"/>	<input type="checkbox"/>
PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS	NA <input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>		

RECORD 2 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
INVESTIGATION ASSESSMENT SCORE	CORRECTIVE ACTION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
RECORD ASSESSMENT SUMMARY	

**RECORD 3**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MCOLES #</b>	<b>DATE OF HIRE</b>

**STANDARDS COMPLIANCE**

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
1. Narrative Report Completed					
2. MCOLES Personal History Statement and Affidavit Completed					
3. Agency Personal History Statement and Affidavit Completed					
4. Required MCOLES Documents Submitted & Maintained (Employee History Record)					
5. Prohibitive Adjudications of Guilt: <b>Live Scan fingerprint based criminal history</b> background check in compliance with CJIS police. Obtaining certified record from the court of jurisdiction.					
6. Adjudication Status Obtained from Court of Jurisdiction (if applicable)					

**CHARACTER FITNESS***(Personal traits and integrity; identifying behavior, both positive and negative)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
7. In-person interviews of supervisors, co-workers, teachers, professors, coaches, police academy training director(s), trainers, roommates, etc. Asking each contact for the names of 3 additional individuals (and applicable contact information) who are familiar with the applicant.					
8. Conduct an in-person home visit to interview individuals with whom the applicant resides.					
9. In addition to conducting interviews during the home visit, document objective observations of the applicant's home environment.					
10. Interviews of associates, roommates, neighbors, landlord(s) 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 the additional associates provided to the background investigator.					
11. 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).					
12. Provide individuals who were interviewed with a questionnaire about the applicant.					
13. Investigate applicant's social media searching all publicly available profiles of the applicant. Searching applicant's friends/acquaintances posts/photographs.					

**LAW ENFORCEMENT & COURT CONTACTS***(Identifying potential illegal behavior or behavior that shows a lack of integrity)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
14. 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. LEIN search for canceled warrants and alcohol violations.					
15. Law Enforcement Contact Questionnaire: Emailed/faxed request to all law enforcement agencies in the areas where the applicant has ever lived, worked, attended school, or frequented					

16. Gathering of all police reports involving the applicant					
17. Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented					
18. Obtaining all court related documents referencing the applicant					
19. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings					
20. Review of credit history by having the applicant produce a credit report from one of the three report services in front of the investigator. Review of bank statements (where does the applicant spend money?)					
<b>PERSONAL PROTECTION ORDERS/MARRIAGE STATUS/RESIDENCY &amp; ADDRESS VERIFICATION</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
21. In person interview of PPO plaintiff. LEIN check (if applicable)					
22. Obtaining Marriage and Divorce records from holder of record (office of the county clerk)					
23. Google search of applicant. LexisNexis, Accurint, CLEAR search of the individual to locate potential past home addresses/employers/associates					
24. Residential Address History (ex. Secretary of State & U.S. Postal service address history query)					
25. Prior Employment Verification (ex. obtaining Social Security pay records to confirm all prior employment)					
<b>PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
26. Locating all law enforcement agencies that have conducted a background investigation on the applicant					
27. Supervisor and Co-worker Questionnaire / Interview of Previous Law Enforcement Trainers, Co-workers, and Supervisors					
28. In person review of all background investigations conducted on the applicant. In person review of MCOLES documents related to the applicant					

RECORD 3 INVESTIGATION ASSESSMENT		
INVESTIGATION CATEGORY	Did the investigative steps taken within each of the four categories sufficiently contribute to a comprehensive assessment of the candidate's Moral Character?	
	YES	NO
CHARACTER FITNESS	<input type="checkbox"/>	<input type="checkbox"/>
LAW ENFORCEMENT & COURT CONTACTS	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTION ORDERS, MARRIAGE STATUS, RESIDENCY/ADDRESS VERIFICATION	<input type="checkbox"/>	<input type="checkbox"/>
PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS	NA <input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>		

RECORD 3 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
INVESTIGATION ASSESSMENT SCORE	CORRECTIVE ACTION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
RECORD ASSESSMENT SUMMARY	

**RECORD 4**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MCOLES #</b>	<b>DATE OF HIRE</b>

**STANDARDS COMPLIANCE**

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
1. Narrative Report Completed					
2. MCOLES Personal History Statement and Affidavit Completed					
3. Agency Personal History Statement and Affidavit Completed					
4. Required MCOLES Documents Submitted & Maintained (Employee History Record)					
5. Prohibitive Adjudications of Guilt: <b>Live Scan fingerprint based criminal history</b> background check in compliance with CJIS police. Obtaining certified record from the court of jurisdiction.					
6. Adjudication Status Obtained from Court of Jurisdiction (if applicable)					

**CHARACTER FITNESS***(Personal traits and integrity; identifying behavior, both positive and negative)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
7. In-person interviews of supervisors, co-workers, teachers, professors, coaches, police academy training director(s), trainers, roommates, etc. Asking each contact for the names of 3 additional individuals (and applicable contact information) who are familiar with the applicant.					
8. Conduct an in-person home visit to interview individuals with whom the applicant resides.					
9. In addition to conducting interviews during the home visit, document objective observations of the applicant's home environment.					
10. Interviews of associates, roommates, neighbors, landlord(s) 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 the additional associates provided to the background investigator.					
11. 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).					
12. Provide individuals who were interviewed with a questionnaire about the applicant.					
13. Investigate applicant's social media searching all publicly available profiles of the applicant. Searching applicant's friends/acquaintances posts/photographs.					

**LAW ENFORCEMENT & COURT CONTACTS***(Identifying potential illegal behavior or behavior that shows a lack of integrity)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
14. 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. LEIN search for canceled warrants and alcohol violations.					
15. Law Enforcement Contact Questionnaire: Emailed/faxed request to all law enforcement agencies in the areas where the applicant has ever lived, worked, attended school, or frequented					

16. Gathering of all police reports involving the applicant					
17. Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented					
18. Obtaining all court related documents referencing the applicant					
19. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings					
20. Review of credit history by having the applicant produce a credit report from one of the three report services in front of the investigator. Review of bank statements (where does the applicant spend money?)					
<b>PERSONAL PROTECTION ORDERS/MARRIAGE STATUS/RESIDENCY &amp; ADDRESS VERIFICATION</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
21. In person interview of PPO plaintiff. LEIN check (if applicable)					
22. Obtaining Marriage and Divorce records from holder of record (office of the county clerk)					
23. Google search of applicant. LexisNexis, Accurint, CLEAR search of the individual to locate potential past home addresses/employers/associates					
24. Residential Address History (ex. Secretary of State & U.S. Postal service address history query)					
25. Prior Employment Verification (ex. obtaining Social Security pay records to confirm all prior employment)					
<b>PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
26. Locating all law enforcement agencies that have conducted a background investigation on the applicant					
27. Supervisor and Co-worker Questionnaire / Interview of Previous Law Enforcement Trainers, Co-workers, and Supervisors					
28. In person review of all background investigations conducted on the applicant. In person review of MCOLES documents related to the applicant					

RECORD 4 INVESTIGATION ASSESSMENT		
INVESTIGATION CATEGORY	Did the investigative steps taken within each of the four categories sufficiently contribute to a comprehensive assessment of the candidate's Moral Character?	
	YES	NO
CHARACTER FITNESS	<input type="checkbox"/>	<input type="checkbox"/>
LAW ENFORCEMENT & COURT CONTACTS	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTION ORDERS, MARRIAGE STATUS, RESIDENCY/ADDRESS VERIFICATION	<input type="checkbox"/>	<input type="checkbox"/>
PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS	NA <input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>		

RECORD 4 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
INVESTIGATION ASSESSMENT SCORE	CORRECTIVE ACTION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
RECORD ASSESSMENT SUMMARY	

**RECORD 5**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MCOLES #</b>	<b>DATE OF HIRE</b>

**STANDARDS COMPLIANCE**

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
1. Narrative Report Completed					
2. MCOLES Personal History Statement and Affidavit Completed					
3. Agency Personal History Statement and Affidavit Completed					
4. Required MCOLES Documents Submitted & Maintained (Employee History Record)					
5. Prohibitive Adjudications of Guilt: <b>Live Scan fingerprint based criminal history</b> background check in compliance with CJIS police. Obtaining certified record from the court of jurisdiction.					
6. Adjudication Status Obtained from Court of Jurisdiction (if applicable)					

**CHARACTER FITNESS***(Personal traits and integrity; identifying behavior, both positive and negative)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
7. In-person interviews of supervisors, co-workers, teachers, professors, coaches, police academy training director(s), trainers, roommates, etc. Asking each contact for the names of 3 additional individuals (and applicable contact information) who are familiar with the applicant.					
8. Conduct an in-person home visit to interview individuals with whom the applicant resides.					
9. In addition to conducting interviews during the home visit, document objective observations of the applicant's home environment.					
10. Interviews of associates, roommates, neighbors, landlord(s) 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 the additional associates provided to the background investigator.					
11. 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).					
12. Provide individuals who were interviewed with a questionnaire about the applicant.					
13. Investigate applicant's social media searching all publicly available profiles of the applicant. Searching applicant's friends/acquaintances posts/photographs.					

**LAW ENFORCEMENT & COURT CONTACTS***(Identifying potential illegal behavior or behavior that shows a lack of integrity)*

<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
14. 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. LEIN search for canceled warrants and alcohol violations.					
15. Law Enforcement Contact Questionnaire: Emailed/faxed request to all law enforcement agencies in the areas where the applicant has ever lived, worked, attended school, or frequented					

16. Gathering of all police reports involving the applicant					
17. Court record search: Search all courts in jurisdictions in which the applicant has ever lived, worked, attended school, or frequented					
18. Obtaining all court related documents referencing the applicant					
19. Obtaining copies of all civil litigation complaints in addition to any criminal court proceedings					
20. Review of credit history by having the applicant produce a credit report from one of the three report services in front of the investigator. Review of bank statements (where does the applicant spend money?)					
<b>PERSONAL PROTECTION ORDERS/MARRIAGE STATUS/RESIDENCY &amp; ADDRESS VERIFICATION</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
21. In person interview of PPO plaintiff. LEIN check (if applicable)					
22. Obtaining Marriage and Divorce records from holder of record (office of the county clerk)					
23. Google search of applicant. LexisNexis, Accurint, CLEAR search of the individual to locate potential past home addresses/employers/associates					
24. Residential Address History (ex. Secretary of State & U.S. Postal service address history query)					
25. Prior Employment Verification (ex. obtaining Social Security pay records to confirm all prior employment)					
<b>PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS</b>					
<b>CRITERIA</b>	<b>YES</b>	<b>N/A</b>	<b>NO</b>	<b>CDA</b>	<b>CAR</b>
26. Locating all law enforcement agencies that have conducted a background investigation on the applicant					
27. Supervisor and Co-worker Questionnaire / Interview of Previous Law Enforcement Trainers, Co-workers, and Supervisors					
28. In person review of all background investigations conducted on the applicant. In person review of MCOLES documents related to the applicant					

RECORD 5 INVESTIGATION ASSESSMENT		
INVESTIGATION CATEGORY	Did the investigative steps taken within each of the four categories sufficiently contribute to a comprehensive assessment of the candidate's Moral Character?	
	YES	NO
CHARACTER FITNESS	<input type="checkbox"/>	<input type="checkbox"/>
LAW ENFORCEMENT & COURT CONTACTS	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTION ORDERS, MARRIAGE STATUS, RESIDENCY/ADDRESS VERIFICATION	<input type="checkbox"/>	<input type="checkbox"/>
PREVIOUSLY EMPLOYED LAW ENFORCEMENT OFFICERS	NA <input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL</b>		

RECORD 5 SUMMARY	
LAST NAME	FIRST NAME
RECORD ASSESSED BY	DATE OF ASSESSMENT
INVESTIGATION ASSESSMENT SCORE	CORRECTIVE ACTION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
RECORD ASSESSMENT SUMMARY	