

PROCEDURE MANUAL

03-04



MICHIGAN STATE POLICE

Pre-Employment Process

Purpose: This manual defines the procedures for pre-employment recruitment, selection, and background processes for applicants seeking entry level law enforcement positions in the department.

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8.1 Pre-Employment and Selection Process for Civilian Applicants

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Definitions:

None

Section 1: Pre-Employment Process for Law Enforcement Applicants

1.1 Hiring Process for Law Enforcement Applicants

- a. Information regarding the selection process for trooper, motor carrier officer, and state property security officer applicants can be found at www.mi.gov/mspjobs. The department is committed to hiring qualified and diverse applicants for enforcement positions.

1.2 Responsibility for the Selection Process

- a. The Recruiting and Selection Section commander is responsible for the selection of troopers. The Commercial Vehicle Enforcement Division (CVED) commander is responsible for the selection of motor carrier officers. The State Security Operations Section (SSOS) commander is responsible for the selection of state property security officers in conjunction with the Human Resources Division (HRD).
- b. District and post commanders, along with the Recruiting and Selection Section, are responsible for ensuring the effectiveness of recruitment activities and background investigations of applicants in their districts.
- c. The Recruiting and Selection Section shall advise members of the department of all changes in the selection process so inquiries from prospective applicants may be answered uniformly and correctly. The Recruiting and Selection Section shall coordinate recruitment activities and guide background investigators to ensure the effectiveness and efficiency of applicant selection.
- d. Members shall diligently seek out and develop the interest of qualified applicants without regard to any protected class including the applicant's race, color, ethnic heritage, sex, religious beliefs, age, disability, marital status, or sexual orientation.

1.3 Department Recruiters

- a. Selection and Appointment of Department Recruiters
 - i. District and post commanders shall make recommendations to the Recruiting and Selection Section for selection and appointment of department recruiters.
 - ii. Troopers interested in serving as recruiters shall forward their interest through channels to the post and district commander indicating their interest.
 - iii. District and post commanders shall forward the trooper's request for a recruiting assignment through channels to the Recruiting and Selection Section commander, along with comments concerning the trooper's suitability for the position.
 - iv. Factors considered when selecting recruiters include:
 1. Interest in the position

2. Appearance, maturity, and demeanor
 3. Public speaking ability
 4. Interpersonal relations skills
 5. Work performance record
 6. Work location and operational needs
 7. Recommendations of immediate Supervisor
 8. Nature of the recruiting effort in the geographical area in which the recruiter will be assigned.
- v. District recruiters shall function on a full-time basis. Part-time recruiters may be designated at posts when the Recruiting and Selection Section and post and district commander deem it appropriate. Part-time recruiters are encouraged for each post.
1. Recruiters shall work schedules that provide the public with the greatest access.
 2. Recruiters shall have the use of a fully marked patrol unit in the performance of their recruiting activities and responsibilities.
 3. Full-time recruiters may be assigned to conduct background investigations with prior approval of district command and the Recruiting and Selection Section, after the trooper has received background investigator training.
 4. Recruiter may be used for other assignments on holidays or during mobilizations or other emergencies.
- b. Responsibilities of a Recruiter
- i. Recruiters shall keep their post/district commander and the Recruiting and Selection Section informed of their activities and current recruiting policies and programs.
 - ii. Recruiters shall coordinate recruiting activities within the district, under the direction of their post commander, district commander, and/or the Recruiting and Selection Section.
 - iii. Recruiters shall ensure their post maintains an adequate supply of current recruiting literature and that they are well versed in the minimum requirements and hiring process.
 - iv. Recruiters shall make frequent public appearances related to recruiting. Recruiters shall develop and maintain contact with those individuals and organizations capable of assisting the department with its personnel goals. Recruiters shall respond in a timely manner to potential applicants request for information.

Section 2: Minimum Requirements for Enforcement Applicants

2.1 Applicants

- a. Applicants seeking employment as a trooper shall meet all minimum requirements for certification as a police officer as defined by the Michigan Commission on Law Enforcement Standards.

2.2 General Information

- a. For general information regarding the minimum requirements to become a trooper, motor carrier officer, or state properties security officer, visit www.mi.gov/mspjobs.
 - i. An applicant's entire record shall be evaluated, including the applicant's age at the time of any violation and the time that has elapsed since. A pattern of motor vehicle crashes, law violations, and other concerning information related to the essential job functions of law enforcement officer shall be examined considering their seriousness, the surrounding circumstances, who may have been involved, the number of times, and recency.

2.3 Criminal and Traffic Histories

- a. A felony conviction or a reasonable belief the applicant committed a felony is cause for automatic disqualification from the selection process. This includes felony convictions expunged or set aside.
- b. A conviction of a penal law punishable by imprisonment of more than one year. The misdemeanor convictions listed below are cause for automatic disqualification from the selection process:
 - i. A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure, or the use of a firearm or dangerous weapon involving force or violence or the threat of force or violence.
 - ii. A misdemeanor involving criminal sexual conduct.
 - iii. A misdemeanor involving abuse or neglect.
 - iv. A one-year misdemeanor involving unlawful entry/breaking and entering.
 - v. A misdemeanor involving embezzlement.
 - vi. A misdemeanor involving a moving violation resulting in death or serious impairment of a bodily function.
 - vii. A one-year misdemeanor involving larceny, theft, or fraud.
 - viii. A misdemeanor involving domestic assault or stalking.
 - ix. A misdemeanor involving possession of a controlled substance except marijuana.
 - x. Operating while intoxicated/drugged, 2nd offense within seven years.
- c. A misdemeanor conviction involving any of the above categories for an applicant that was charged as an adult and settled by pre-trial diversion, plea bargain, set aside, deferment, Holmes Youthful Trainee Act (HYTA), or expungement, are automatically disqualified from the selection process.
- d. Juvenile (16-years-old or prior) misdemeanor convictions, adjudications and court actions including expungements, HYTA, pre-trial diversions, plea bargains, set asides, and deferments will be decided on a case-by-case basis.

2.4 Physical Characteristics

- a. Applicants shall meet the MCOLES minimum Physical Fitness Test requirements, hearing requirements, and the department's visual acuity standard outlined in this manual.

2.5 Policy Statement

- a. Applicants shall meet the minimum standards and pass all selection steps established by the MCOLES, Michigan Department of State Police and the Civil Service Commission before appointment to the Training Academy.

Section 3: Processing Enforcement Applicants

3.1 General Application Procedure for Enforcement Applicants

- a. Recruiters shall provide interested applicants with details of the selection process and appropriate recruiting literature. Applicants who appear to meet the minimum requirements for the positions shall be directed to apply to take the entry level law enforcement exam. All department members are encouraged to provide interested applicants with this information and/or the name and telephone number of the nearest department recruiter or the Recruiting and Selection Section.
- b. If an applicant contacts a department member who is not a recruiter, the member shall provide the applicant information directing them to the Careers Website www.mi.gov/mspjobs.
- c. If applicants are not sure if they meet the minimum requirements or have questions that cannot be answered at the time of the initial inquiry, they shall be referred to the nearest recruiter or the Recruiting and Selection Section.

3.2 Processing Trooper Applicants

- a. Written Examination
 - i. The Entry Level Law Enforcement Exam is taken via the [National Testing Network](#).
 - ii. The exam applies for trooper, motor carrier, and state properties security officer applicants. If they pass, applicants are provided information on the next step, which is completing the NEOGOV application. The NEOGOV application requires applicants to provide documentation that they passed an MCOLES physical agility test.
- b. NEOGOV Application for Enforcement Applicants
 - i. The Recruiting and Selection Section will notify applicants who have passed the Entry Level Law Enforcement Exam that, to continue in the selection process, they must complete the NEOGOV application for the [State Police Trooper 10](#) job posting. Applicants shall follow instructions listed on the NEOGOV application as to the requirement of documents required including documentation that the applicant has passed the MCOLES physical agility test.
 - ii. Once the NEOGOV application is completed and received, the Recruiting and Selection Section will review the application to ensure the applicant has taken and passed the Entry Level Law Enforcement Exam and MCOLES physical agility test. The Recruiting and Selection Section shall review the application and provide instructions to complete an

online Personal History Questionnaire. The Recruiting and Selection Section will also run a credit report, a traffic report, and a criminal history report.

- iii. The Recruiting and Selection Section shall review each application for completeness. If not complete, the applicant shall be notified via email in a timely manner and provided instructions to complete correctly and re-submit.

Section 4: Background Investigation of Enforcement Applicants

4.1 Background Investigation

- a. Once the application is reviewed by the Recruiting and Selection Section, the application and all supporting documents will be provided to the assigned background investigator. Once a background is complete, copies of closed background investigations shall not be retained at the post or other worksite locations. Existing copies that may be on file shall be destroyed immediately. Any background investigation documents obtained by the background investigator shall be forwarded to the Recruiting and Selection Section. Once Recruiting and Selection Section has acknowledged receipt of the documents, any copies at the post-level shall be destroyed. The final background investigation shall be retained by the Recruiting and Selection Section attached to the applicant's profile in NEOGOV.

4.2 Initiation of Investigation

- a. The Recruiting and Selection Section shall originate a background investigation file for trooper, motor carrier officer, and SPSO applicants after they have been reviewed by section members to ensure applicants have met all minimum employment standards and vetted any discrepancies and/or concerning information.
- b. For trooper applicants, the Recruiting and Selection Section shall directly assign the background investigation to a background investigator. Motor carrier officer and SPSO applicant backgrounds shall be turned over to the CVED commander or the SSOS commander, respectively.
- c. A background investigation file shall consist of the following forms and information, if applicable:
 - i. NEOGOV Application
 - ii. Document check-off form indicating the following information is included, if applicable:
 1. Resume and cover letter indicating interest in the respective position
 2. Valid driver's license
 3. Birth certificate
 4. Social security card
 5. Copies of all transcripts (high school and college)
 6. All marriage licenses and divorce/annulment decrees
 7. Military Certificate Release from Active Duty
 8. Authorization for Release of Information, PD-044

9. Personal History Questionnaire Report
10. Copies of previous background investigations shall be included. In cases where there is an existing report, only an updated investigation is required. While background investigations conducted for the purpose of updating an original report shall primarily focus on the period since the last report, the investigator shall include any information concerning the applicant not previously reported.
11. Personal Reference Report, PD-060
12. Employment Reference Report, PD-061
13. Applicants Driving/Criminal Record
14. Credit Bureau Report
15. Confidential Number Identification Sheet, OD-091
16. Any information gleaned as part of the MIOC checks requested by the Recruiting and Selection Section.

4.3 Responsibility for Conducting Investigations

- a. Field Operations Bureau (FOB)
 - i. In coordination with the Recruiting and Selection Section, the FOB shall conduct background investigations on applicants who have applied for the position of trooper.
 1. Background investigations conducted by FOB members may be used to determine suitability of motor carrier and state properties security officer applicants.
 - ii. Background investigations conducted for the purpose of assessing an applicant's suitability for a trooper position shall be done by personnel authorized by the Recruiting and Selection Section commander. Any deviation from this policy shall have prior approval from the Recruiting and Selection Section commander.
 - iii. SPSOs, with prior approval from the State Security Operations commander, may conduct background investigations on applicants who have applied only for a position as an SPSO.
 - iv. District commanders shall ensure that background investigations conducted in their districts comply with the specifications of this Order including due dates set for background investigations assigned to their district. District commanders shall also ensure the thoroughness and accuracy of all background investigations conducted in their districts.
 - v. Once the background investigation has been assigned, the Recruiting and Selection Section shall electronically send the applicant file to the district coordinator and/or the specified background investigator.
 - vi. If it is necessary to conduct part of the investigation in other districts, the background investigator who originally received the file shall correspond directly with the background investigator of the post area in which additional investigation is required. A

copy of this correspondence shall be sent to the Recruiting and Selection Section. The background coordinator for the Recruiting and Selection Section shall also assign the assisting background investigator to the applicant in NEOGOV.

- vii. The assisting background investigator shall forward their supplemental report directly to the primary background investigator for review. The primary background investigator shall then forward their original background investigation report, along with the supplemental report, to the Recruiting and Selection Section upon completion.
- viii. Post commanders are responsible to their respective district commanders, and the Recruiting and Selection Section, for ensuring that members at their posts comply with this Order and meet designated time limits.

b. Recruiting and Selection Section

- i. Out-of-State Investigations: The Recruiting and Selection Section shall initiate out-of-state investigations based upon original information indicated in the NEOGOV Application. However, if field investigators discover the need for additional out-of-state follow-up, the Recruiting and Selection Section shall be notified. Investigators shall advise the Recruiting and Selection Section as soon as possible that out-of-state checks are necessary. This will ensure a completed and thorough background investigation.
- ii. Background Investigator Training: The Recruiting and Selection Section shall conduct training sessions to keep members who are regularly assigned to conduct background investigations apprised of the latest investigative techniques, procedures, policies, and court decisions.
- iii. Civilian Background Investigators: Civilian members trained and/or assigned to the Recruiting and Selection Section shall conduct background investigations on enforcement members as assigned by the section commander.
- iv. The Human Resources Division, Classifications and Selection Section, shall coordinate the pre-employment process for civilian applicants.

c. Other Divisions

- i. When necessary, to meet the department's personnel needs, background investigations may be assigned to members serving in other bureaus with the approval of the Recruiting and Selection Section, in coordination with the bureau commander.

4.4 Background Investigators

- a. Hours dedicated to the investigation of applicants shall be carried on the eDaily as Administrative Time under the appropriate worksite and district. Select Background Investigation as the New Activity, enter application information and the number of hours worked.
- b. Enforcement members assigned to conduct background investigations are responsible to their post or worksite commander, as well as the Recruiting and Selection Section, for matters concerning investigative procedures for applicants seeking employment with this department or in meeting requests from other departments.
- c. Selection of Personnel to Conduct Background Investigations

- i. Unless otherwise directed by the district or division commander, post or worksite commanders may select a member to conduct background investigations, with the authorization of the Recruiting and Selection Section. Factors to be considered in the selection of members to conduct background investigations shall include:
 1. Interest and experience in conducting background investigations
 2. Ability to conduct a sensitive investigation and fully document relevant information
 3. Ability to ensure only appropriate disclosure of confidential information
 4. Objectivity, maturity, appearance, bearing, and demeanor
 5. Tact and interpersonal relations skills
 6. Initiative and prior work record
 7. Operational need
 8. Input from immediate supervisors
 9. Have attended or will be attending Background Investigator Training
- ii. The number of enforcement members assigned to conduct background investigations shall be determined by the post or work unit commander, in coordination with the Recruiting and Selection Section, based on the number of pending investigations. The number of investigators assigned shall be sufficient to ensure compliance with designated due dates.
- iii. Uniformed investigators shall have use of a fully marked patrol unit in the performance of their duties and responsibilities. The district or division commander may exercise the option of assigning unmarked units for investigations in certain situations where a marked unit may prove counterproductive. Detective sergeants may use unmarked patrol cars while conducting background investigations.

4.5 Background Investigation Procedures

- a. Investigators shall diligently investigate all relevant facets of an applicant's life. Investigative leads, rumors, hearsay, or other information shall be pursued to determine validity.
- b. Initial Interview
 - i. A face-to-face interview shall be conducted with each applicant before starting the background investigation. The background investigator shall contact the applicant and make arrangements for an initial interview. During the initial interview, the background investigator shall:
 1. Establish that the person being interviewed is the applicant. Positive identification shall be requested. Ask if any other name has ever been used and if so, why.
 2. Explain the nature of the position for which the investigation is being conducted and the purpose of the background investigation.

3. The investigator shall take this opportunity to answer any questions the applicant may have regarding the selection process or the training program. If the investigator is unable to answer or is unsure of the proper response to a question, the investigator shall contact the Recruiting and Selection Section for assistance. Do not guess when providing employment information.
4. Ask if the applicant if they are still interested in the position. If at any point during the background investigation, the applicant indicates they are no longer interested in the position, have the applicant email msprecruiting@michigan.gov to advise of the withdrawal. This action shall be entirely voluntary, and it is encouraged that the applicant provides the reasons why in hopes to make the selection process stronger for future applicants. The interview may be terminated at that time. The background investigator shall contact the Recruiting and Selection Section as soon as possible to advise the applicant would like to voluntarily withdraw and why. The background investigator shall submit a memo, UD-040, detailing the investigation to the point of withdrawal. Once submitted to the Recruiting and Selection Section, any part of the file that was downloaded and reproduced to conduct the investigation shall be immediately destroyed at the worksite. The Recruiting and Selection Section shall include the withdrawal information from the applicant and/or background investigator in the applicant's NEOGOV file before archiving. If the applicant would like to re-apply at a future time for the position, a new application must be completed.
5. If the applicant is still interested in the position, the following completed forms and documents shall be reviewed with the applicant.
 - a) NEOGOV Application
 - b) A copy of the applicant's birth certificate
 - c) A copy of the applicant's driver's license
 - d) A copy of the applicant's social security card
 - e) A copy of the applicant's marriage license, if applicable
 - f) A copy of the applicant's dissolution of marriage or divorce papers, if applicable
 - g) Copies of the applicant's high school and college transcripts
 - h) A copy of the applicant's discharge or military separation papers, DD-214, if applicable
 - i) The applicant shall sign an Authorization for Release of Information, PD-044. These releases shall be used to obtain or verify necessary information (financial and employment records, school transcripts, etc.) later in the investigation. A sufficient number of machine copies of this form may be made later to complete the investigation. The social security number, except the last four digits, shall be redacted prior to disseminating the form for use. On request, or at the discretion of the

investigator, a copy of the signed PD-044 may be left with each agency, business or person who is asked for information.

6. Investigators shall carefully review the applicant's NEOGOV Application and have the applicant clarify any questionable or confusing responses.
7. The investigator shall also review the Personal History Questionnaire Report with the applicant. The investigator shall ensure that the applicant understood each question and shall verify that the answer recorded is accurate. If the applicant indicates they did not understand the question or the answer is not accurate, the investigator shall document this information. The investigator shall contact the Recruiting and Selection Section as soon as possible regarding any disqualifying information but should continue with thoroughly investigating the applicant's background unless told to stop by the Recruiting and Selection Section.
 - a) Once the answers have been accurately recorded and are determined to be accurate, the investigator shall ask the applicant to sign the appropriate section of the report. The investigator shall not require the applicant to sign an inaccurate report. If the applicant refuses to sign the report, the interview shall be terminated, and the Recruiting and Selection Section shall be contacted as soon as possible.
 - b) After the applicant signs the Personal History Questionnaire Report, it shall be checked against the information provided on the NEOGOV Application for discrepancies. Discrepancies shall be brought to the attention of the applicant. The applicant shall explain the discrepancies and the information shall be noted in the background report. Unless there is reason to believe the discrepancy involves an immediate disqualifier, the background investigator shall continue the background investigation.
8. Documents shall be checked to ensure the applicant continues to meet the minimum requirements for employment.
 - a) Education shall be verified on the high school transcript
 - b) Residency shall be verified on the NEOGOV Application and/or driver's license
 - c) Criminal convictions shall be checked against the NEOGOV Application. Applicants shall be asked if they have ever been diverted through a special probation program or had a conviction expunged. The Recruiting and Selection Section or Hiring Interview Panel shall evaluate convictions that are not a basis for immediate disqualification.
9. If any arrests or convictions, military discipline or undesirable discharge, or employment discipline discharge are reported, investigators shall determine and report the exact nature of the incidents, their seriousness, and disposition. The opinion of the applicant regarding unfounded or unfair charges or treatment during the course of the incidents and other facts, circumstances, or

explanations which the applicant wishes to offer shall be reported in the background investigator's report.

10. Controlled Substances: Applicants shall be asked about their narcotics use including marijuana, cocaine, opiates, steroids, methamphetamine, or LSD. They shall also be asked if they have used any other "controlled substance" illegally to include using a legal substance in an inappropriate manner. The answer to these questions shall be reported in the background investigation. If the answer is "yes," the details and circumstances shall be documented. The circumstances surrounding the use shall be documented in the background report including the recency, number of times, where, with whom, and reasoning as to why. The totality of the circumstances shall be taken into consideration to determine the suitability for the trooper position. It is the background investigator's responsibility to conduct a thorough investigation when discovering concerning information and document the information to determine the applicant's suitability for the trooper position.
11. If the investigator determines that the applicant has lived in another state, the investigator shall contact the Recruiting and Selection Section to initiate the necessary out-of-state investigations.
 - a) A copy of the signed Authorization for Release of Information, PD-044, shall accompany the request for out-of-state checks.

c. Background Investigator

- i. The background investigator shall visit the home of the applicant during the investigation, if possible. The investigator shall use the opportunity to interview other members of the applicant's family while at the applicant's home. The background investigator shall contact the applicant to schedule the home visit and shall not make a home visit "unannounced".
- ii. The background investigator shall thoroughly investigate and report all discrepancies between information provided by the applicant and that found during the investigation. The applicant shall be confronted and asked to explain all discrepancies or omissions. The applicant's response shall be included in the report.
- iii. After completing the background investigation, the investigator shall sign, date, and indicate the post of assignment on the last page of the investigation report. This shall be done on originals, supplementals, and updates. The background investigator can provide a short opinion on the applicant's viability as a recruit in a future recruit school related to the essential job functions of the trooper position. The opinion shall be based on factual information learned during the background and should not include medical/mental health information.
- iv. The background investigator shall forward the completed background investigation via email to the Recruiting and Selection Section at MSP-RSSInvestigations@Michigan.gov.

d. Investigative Interviews

- i. Information given by the applicant on the NEOGOV Application and that which is obtained in the subsequent investigation is private and confidential. The information is gathered solely for the purpose of allowing the department to make an accurate assessment of the applicant's suitability for employment. This information shall not be disclosed to any other department member, unless necessary in the process of conducting the background investigation or authorized by the Recruiting and Selection Section. Requests from outside persons and/or organizations shall be made through the Recruiting and Selection Section.
- ii. The background investigation and all interviews shall be conducted through personal contact, when practical. Interviews that must be conducted by telephone and/or other electronic means shall be noted in the background investigation report. Interviews conducted during the investigation shall be noted in the report. There shall be no questions related to any protected class to include medical information.
- iii. The name of the person interviewed, relationship with the applicant, and length of acquaintance with the applicant shall be noted in the investigation report.
- iv. Background investigators shall use the following forms when conducting interviews to establish consistency in questioning and reporting.
 1. Personal Reference Report, PD-060, shall be used as a basis for conducting interviews with references, neighbors, family members, teachers, co-workers, or others who have personal knowledge of the applicant. It may also be used when interviewing employers or supervisors as a supplement to the Employment Reference Report, PD-061.
 2. Employment Reference Report, PD-061, shall be used as a basis for conducting interviews with employers and supervisors, and may be used as a supplement to the PD-060 when interviewing co-workers.
 3. Personal Credit Report, collected and provided by Recruiting and Selection, shall be used as a basis for conducting interviews with representatives of financial institutions or others who are or have been one of the applicant's major creditors. The credit report or its findings shall not be disseminated to any outside entity. Financial questions shall be limited to the negative information found and explained considering all circumstances involved. The presence of negative financial information does not necessarily disqualify an applicant for employment, but it is the decision making involved related to the suitability for employment. Any suspicious activity should be noted.
- v. Use of these forms is mandatory and shall be used as a guide for conducting a basic interview which will result in obtaining the minimum acceptable information. The investigator shall follow up on these questions with other obvious, relevant inquiries which may provide important additional information. The information from the above forms as well as additional responses to the secondary questions shall be included in the narrative of the report under the appropriate heading.
- vi. Persons interviewed regarding the applicant shall be made aware of the department's responsibility to select the most qualified applicants to become State Police troopers.

They shall be encouraged to frankly state their views regarding the applicant. Each person interviewed who has personal knowledge of the applicant shall be specifically asked whether they would recommend the applicant for an enforcement position with the Michigan State Police. This information shall be placed in the narrative report under the appropriate heading.

- vii. When negative character information (other than opinion) is obtained, verification shall be sought from at least one other source. If the information cannot be independently verified, it shall be included in the report with a notation indicating the information was not substantiated by a second source.
- viii. Confidential Information
 1. Confidential information is provided with the understanding that the identity of the source shall not be disclosed to parties other than the Department of State Police.
 2. To ensure confidentiality of all persons cooperating in an investigation, the following statement is provided for use at the discretion of the investigator:
 - a) *"The Michigan Department of State Police takes every precaution to maintain the confidentiality of information contained in background investigation reports. However, under current state law it is possible for the subject of this investigation to receive an **edited** copy of the background report.*

If you wish, the department will delete your name and any information that would identify you prior to release of the report. You may now request that we keep your name and identifying comments confidential.

Your cooperation and assistance in this investigation are greatly appreciated and ensure that only the most qualified persons are selected to serve as members of the Michigan State Police".
 - b) The investigator shall use this statement only after conducting an interview where information of a confidential nature was obtained. It shall also be used prior to an interview when the informant seems reluctant to talk to the investigator for reasons related to confidentiality.
 3. Persons requesting confidentiality shall be identified in the background investigation report. This may be most easily accomplished by checking the "Requests Confidential Status" box on the PD-060 or PD-061. A request for confidential status shall also be noted in the narrative of the report. Background investigators shall use the following statement as the first paragraph of the section reporting a confidential interview:
 - a) *" (Title) _____ (name) of _____ (address) requested and was granted status as a confidential informant prior to this interview."*
 4. After being read the statement contained in Section (8) b., if the person to be interviewed still exhibits a reluctance to speak candidly, the investigator shall

discuss the option of using a confidential number. The investigator shall explain that a confidential number allows the person's name to be completely omitted from the report.

5. If the person requests a confidential number, the investigator shall assign it using the following procedure:
 - a) The confidential number consist of three parts:
 - 1) The year of the background investigation and the applicant Person ID, which can be found in the applicant's NEOGOV master profile.
 - i. Example: (2/1/3009002)
 - 2) The investigator's worksite number
 - i. Example: Niles Post-53, or Flint-35
 - 3) A sequentially assigned alpha character
 - i. Example: a, b, c, etc.
 6. Using these components, a background investigator can "build" confidential numbers as needed according to the format:
 - a) Year/Applicant ID/ Worksite Number + Alpha Character
 - 1) Examples:
 - i. The first confidential number of the investigation identified as 21/30090020 and assigned to the Niles Post would be 21/30090020/53a
 - ii. The second number would be 21/30090020/53b
 - 2) If investigation 21/30090020 is forwarded to the Flint Post for follow-up, the first confidential number assigned there would 21/30090020/35a.
 7. The Confidential Number Identification Sheet, PD-091, shall be used to match numbers with informants. The background investigator shall complete a section of the PD-091 for each confidential number assigned during an investigation.
 8. Confidential information shall be placed in the body of the investigation under the appropriate heading or on the proper form. The name of the person furnishing the information shall be deleted and replaced with a confidential number. The PD-091 shall be forwarded separately to the Recruiting and Selection Section.
- e. The following reporting procedures and reporting format shall be used:
- i. Traffic and Criminal Histories

1. Obtain records from local government agencies concerning the applicant's criminal and driving records. Information shall be obtained on any criminal convictions of the applicant's immediate family members, exclusive of traffic offenses. Conviction Only Computerized Criminal Histories (CCH's) may be run on family members. The investigator may also question the applicant concerning the criminal histories of immediate family as it relates to the applicant's ability to perform the job functions of a trooper.
 2. Law enforcement agencies in all areas where the applicant has lived shall be contacted to determine if criminal and traffic records exist. If the applicant has indicated the use of any name other than a birth name, sources shall be checked, and records obtained under that name. For various reasons, criminal incidents investigated may list the applicant as a suspect, but never result in a warrant or arrest. Likewise, arrests that are not carried through to prosecution will not appear on CCH records.
 3. While one such instance may be of little significance, several may indicate a pattern which would make the applicant not suitable for an enforcement member position. Consequently, background investigators shall contact local law enforcement agencies in the applicant's area to check incident and suspect name files to determine if there is significant information.
 4. The circumstances of each arrest, incident, or accident, shall be determined and the law enforcement officials involved shall be interviewed, if possible. Every effort shall be made to obtain copies of all related police reports for attachment to the background investigation.
 5. The information reported by the applicant in the Trooper Application shall be verified. Discrepancies between what the applicant listed and what the investigation revealed shall be noted in the report. The applicant shall also be closely questioned concerning any discrepancies.
- ii. Financial Record
1. The Recruiting and Selection Section shall review and provide a credit bureau report to the background investigator. Information listed on the Application shall be checked against this credit report. Any medical debt an applicant has shall not be considered or documented in the background investigation.
 2. The Recruiting and Selection Section shall determine if an applicant is inappropriately receiving welfare prior to their appointment to recruit school. To determine an applicant's welfare status, a letter requesting said information, along with a copy of the Release of Information form, PD-044A, Inspector General's Report, signed by the applicant and containing the applicant's name, date of birth, Social Security number, and address of record shall be sent to the Office of the Inspector General in Lansing, MI. Information received from this inquiry shall be included in the background investigation report.
 3. Some applicants may be under court order to provide financial support for minor children. The background investigator shall check with the Friend of the

Court in the applicant's county of residence to determine if the applicant has such obligations and whether the required payments are up to date.

iii. Education Record

1. Instructors, principals, teachers, college professors, counselors, coaches, and classmates of the applicant shall be interviewed. Additional information concerning the applicant's scholastic achievement and performance, and participation in special school activities or teams (athletics, debating, student government, etc.), shall be obtained.
2. High school and college transcripts/records shall be reviewed to determine the applicant's scholastic average, class standing, and attendance and disciplinary records.
3. Course work or training that would be beneficial to the applicant in an enforcement position (foreign languages, lab courses, etc.) shall be indicated.

iv. Activities

1. Family members, supervisors, co-workers, educators, or others who may have information concerning any social work or community activities in which the applicant has been involved shall be interviewed. Persons who were associates of the applicant when they held positions of leadership, or when honors or awards were received, shall be interviewed. The applicant's responsibilities, achievements, concern for the welfare of others, leadership capabilities, integrity, dependability, and other relevant personal characteristics shall be assessed.

v. Employment History

1. The employment history reported by the applicant on the NEOGOV Application shall be verified. Dates of employment, job responsibilities, and reasons for separation from employment shall be reported. Verification shall be made that the applicant has accounted for all time periods.
2. Past and present employers listed on the PD-061, including the immediate supervisors and employees with whom the applicant has worked, shall be interviewed.
 - a) The applicant's present employer shall be contacted as close to the end of the investigation as possible to minimize potential problems for the applicant. The applicant shall be encouraged to advise the current employer that a law enforcement background investigation is being conducted prior to the arrival of the background investigator.
 - b) If the applicant indicates there is a strong probability of dismissal or other punitive action once the current employer is contacted, the investigator shall contact the Recruiting and Selection Section for guidance.

3. Immediate supervisors are the best source of information regarding the applicant's work performance. Of special importance are questions concerning the applicant's attitude toward supervisors and ability to take direct orders and accept constructive criticism. The applicant's working relationship with other employees shall also be determined.
 4. If derogatory information is revealed and written reports are available, an attempt shall be made to obtain copies of these reports.
 5. If the applicant is self-employed, partners, creditors, competitors, fellow businessmen, and/or licensing officials shall be interviewed.
- vi. Application to Other Law Enforcement Agencies
1. Direct inquiry shall be made to the head of the department, agency, or bureau where the applicant applied. Attempts shall be made to verify statements made by the applicant on the NEOGOV Application.
 2. A rejecting agency shall be asked why the applicant was not hired. Any details the agency is willing to supply, such as copies of applications, background investigations, or associated reports shall be obtained.
- vii. Familial Interviews
1. Interviewing family members may be one area where the value of the PD-060 is limited due to the sensitivity of the interview and the need for information not contained on the form. Investigators shall use discretion concerning the use of PD-060s when interviewing family members.
 - a) The spouse or significant other shall be interviewed, and all aspects of a State Police career shall be factually discussed. The explanation given shall be objective. Care shall be exercised not to oversell or undersell any aspect of a state law enforcement position.
 - b) The person being interviewed shall be allowed to ask questions and express personal feelings. This discussion shall take place after the applicant has been excused from the interview.
 - c) Inquiries concerning spouse, child, or substance abuse shall be made at this time.
 - d) An investigation shall include interviewing the applicant's spouse, former spouse, or significant other, unless approval is received from the Recruiting and Selection Section Commander.
 - e) Close relatives shall be interviewed, when practical.
 - f) Former spouses shall be interviewed, if applicable. Obtain facts on which a fair assessment can be made. Attempt to verify any character information through other sources.
 - g) While interviewing friends and acquaintances of the applicant, comments shall be noted on the general character and reputation of the

applicant. If derogatory information is obtained, it shall be pursued and verified, if possible. The degree of association with undesirable persons by the applicant that may be a conflict of interest in the trooper role shall be determined.

- h) If the applicant is not married but is living with another person, that person shall also be interviewed.

viii. Military Information Records

1. Once the DD-214 is received from the investigator, the Recruiting and Selection Section shall correspond with the Military Record Center to obtain the applicant's military records.
2. The applicant's selective service classification shall be verified by checking the applicant's selective service classification card (if the applicant has one).
3. The applicant shall be interviewed concerning any discipline or discharge that may be found on the military record.

ix. References

1. At least three primary references listed by the applicant on the NEOGOV Application shall be interviewed.
2. It shall be assumed that an applicant will not list any references who may provide negative information. Listed references may be prone to report only favorable impressions of the applicant. Because of this, the investigator shall interview at least three secondary references. Secondary references, whose identities are learned from contacts made during the investigation, are more likely to render a candid opinion of the applicant.
3. Law enforcement officials listed by the applicant as personally knowing the applicant shall be interviewed.

x. Residence Record

1. Beginning at the most recent address, at least three neighbors who are not listed shall be interviewed.
2. Derogatory information from a neighbor shall be verified by other neighbors, if possible. However, the original source of the information shall not be disclosed. If the information cannot be verified, it shall be included in the report as the opinion/observation of the person interviewed.

xi. Recreation

1. Hobbies, activities, and interests of the applicant shall be included in the background investigation to determine what is done during the applicant's leisure time. This information may be obtained from friends, family members, neighbors, employers, or other acquaintances.

xii. Other Information

1. Any information the investigator feels is relevant to determining the suitability of the applicant for employment that is not contained elsewhere in the report shall be included in this section.
2. MANDATORY QUESTION: Each applicant's response regarding use or contact with controlled substances shall be listed under this heading.
3. An applicant's sexual orientation and/or gender status shall not be questioned or reported in the background investigation.
4. Open-source internet searches shall be conducted on the applicant. Any social media accounts the applicant may have shall be determined and noted in the investigation report. However, the applicant does not have to provide the investigator access to social media accounts and shall not be required to divulge information contained in social media accounts unless the privacy settings on the account are such where anyone can view. Any concerning information related to the ability to perform the essential job functions of a trooper shall be noted in the report as well as the applicant's response to the information.

4.6 Background Investigation Updates

- a. When applicants have had background investigations completed in the past, the Recruiting and Selection Section may request a partial update investigation of those backgrounds to obtain the most current information.
 - i. An updated background investigation shall be conducted when new information is obtained from an applicant who completes the NEOGOV Application.
 - ii. All backgrounds over one year old shall be updated.
 - iii. A copy of the original background investigation and other applicable paperwork shall be provided to the background investigator.
 - iv. Once the update investigation is complete, new information shall be reported via email to the Recruiting and Selection Section on interoffice correspondence.
 - v. Copies of birth records, transcripts, etc., are not necessary unless they have changed from the original background investigation.

4.7 Background Investigation Review

- a. On receipt of a completed investigation, an authorized Recruiting and Selection Section member shall review the report to ensure its completeness and assess the suitability of the applicant. Incomplete or discrepancies noted during the background review shall be noted and followed up on as much as possible.

4.8 Hiring Interview Panel

- a. Arrangements for conducting hiring interviews for the purpose of assessing applicants shall be coordinated and scheduled by the Recruiting and Selection Section for eligible applicants. The Recruiting and Selection Section shall determine the time and location for the hiring interview. Consideration shall be made for conducting hiring interviews for the date, time, and location at the convenience of the applicant.

- b. The Recruiting and Selection Section shall determine and schedule hiring panel members. The hiring interview panel for troopers shall be comprised of three department members, enlisted and/or civilian members, who have been trained in format and objective for hiring interviews. Panel members shall consist of three members that are applicable to the position for which the interview is being conducted.

4.9 Conditional Offer of Employment

- a. Individuals who successfully pass all steps of the selection process shall be considered eligible for an appointment to the recruit school and may receive a conditional offer of employment. These offers will be based on the number of applicants needed for recruit school and provided to the most qualified applicants. The Recruiting and Selection Section commander shall offer employment to applicants in compliance with the Americans with Disabilities Act and current applicable law as well as department policies.
- b. Pre-Employment Behavioral Screening
 - i. Pre-Employment Behavioral Screening procedures shall be completed for any enforcement applicants that receive a conditional offer of employment.
- c. Medical/Physical Examination
 - i. Each applicant is required to have a medical/physical examination before attending recruit school.
 - ii. Applicants shall be screened during the medical examination to determine if they meet the required minimum vision and hearing requirements to ensure they are free from any chronic conditions that may impair their ability to function in an enforcement position. Questions regarding medical status or conditions shall not be asked of an applicant until a conditional offer of employment is given.
- d. Appeal Process
 - i. Applicants who wish to appeal their temporary or permanent removal from the selection process may do so in writing or via email to the Recruiting and Selection Section commander, or designee. The appointing authority or designee will review each applicant's file on a case-by-case basis. It shall be the responsibility of the appointing authority to determine, based on all information provided and learned about an applicant, whether the applicant shall be removed from the selection process. Any disqualification is based on the applicant not meeting the qualifications of the essential job functions to be a trooper.
 - ii. Applicants may be removed from the selection process for violation of Civil Service Rule 3-2.7, Integrity of Process. Applicants shall not make any false statements or omissions of a material fact, misrepresent education or experience, engage in deception or fraud, cheat, or otherwise compromise the integrity of the examination process.
 - iii. An applicant shall be removed from the selection process for unsuitability, as defined by MCOLES R 28.14204 inclusive, and the Department of Civil Service Rule 3-3.3, Removal from Employment List.

- iv. Nothing in this Order shall prevent applicants from appealing to the Department of Civil Service. Appeals shall be in writing to the Bureau of Human Resources Services, 400 South Pine, Lansing, Michigan 48909.
- e. MCOLES Physical Fitness Test- All Enforcement Members
 - i. The Recruiting and Selection Section shall administer the MCOLES Physical Fitness Test to all applicants receiving a conditional offer prior to the recruit school starting.
 - ii. Applicants shall not be allowed to participate in the MCOLES Physical Fitness Test without producing a completed Physician's Health Screening Form, TC-50, signed by a medical doctor, and dated within 180 days of the given test.
 - iii. A passing score is based on minimum performance standards for each event. Applicants shall be strongly advised that prior physical preparation is essential to perform to the best of their ability.
 - iv. The Recruiting and Selection Section shall take the fingerprints of applicants who successfully pass the MCOLES Physical Fitness Test. Fingerprints shall be forwarded to the Criminal Justice Information Center, Criminal Background Check Unit, for state and federal criminal history examination.
 - i. After fingerprinting and completely filling out the fingerprint card, the fingerprint card shall be returned to the subject for submission with their application.
 - ii. The fingerprinting work unit shall not appear as the contributor on the card.
- f. Applicant fingerprints shall be retained in the AFIS database unless prohibited by statute.
- g. Applicant fingerprint cards, RI-008, can be obtained from the Resource Management Unit.
- h. Department work units shall not utilize RI-008 fingerprint cards or Live Scan devices to print applicants for any reasons not listed in Section 29.1.7.B. Instead, the citizen should be directed to an agency authorized to collect those applicant fingerprints.

Section 5: Pre-Employment Behavioral Screening, Medical Examination, and Drug Screening

5.1 Pre-Employment Behavioral Screening

- a. The purpose of the Pre-Employment Behavioral Screening is to screen applicants for characteristics and behavior patterns that make them high risk for law enforcement positions. After receiving a conditional offer of employment, each applicant shall be required to have a behavioral screening prior to and within 180 days of attending recruit school.
- b. The personality assessment tests will be administered to applicants after a conditional offer of employment is made and shall be administered by the Office of Behavioral Science (OBS), licensed psychologists, or Michigan State Police members trained in the administration of these tests. The assessments may include the Minnesota Multiphasic Personality Inventory 2 Restructured Form (MMPI 2-RF) and the Personality Assessment Inventory (PAI).
- c. The OBS shall maintain custody of testing materials to ensure test security and confidentiality.

- d. The OBS shall score the Minnesota Multiphasic Personality Inventory 2 Restructured Form (MMPI 2-RF) and the Personality Assessment Inventory (PAI) of each applicant.
- e. All applicants are scheduled for an in person, face-to-face interview with a psychologist from OBS. All applicants must obtain a “Recommended to Continue” status for the face-to-face interview to qualify for moving forward in the psychological screening process.
- f. If an applicant receives a “Not Recommended to Continue” status for the face-to-face interview, they shall undergo an additional behavioral evaluation with a contract psychologist. A copy of the background investigation report, the summary report from the Personal History Questionnaire, results from the PAI and the MMPI 2-RF, and any notes from the OBS psychologist shall be send to the contract examining psychologist.
- g. The following information defines the responsibilities of contractual psychologists who perform assessments for the department’s Pre-Employment Behavioral Screening Program.
 - i. The psychologist shall review and interpret applicant data provided by the MMPI 2-RF, the PAI, background investigation report, Personal History Questionnaire, and notes from the face-to-face interview from the OBS psychologist.
 - ii. The psychologist shall conduct a clinical interview with the applicant employing, at minimum, the Hilson Research Interview Protocol for Screening Public Safety Applicants.
 - iii. The psychologist shall submit a report of the findings and recommendations concerning the applicant’s application status to the OBS.
- h. Contracted psychologists shall report their findings to the OBS as soon as possible after completion of the interview with the applicant.
- i. Applicants who are “Not Recommended” to continue in the selection process shall be reported by the OBS to the Recruiting and Selection Section. Applicants shall receive notification advising them of the “Not Recommended” results from the Recruiting and Selection Section.
- j. If the screening by the contract psychologist finds an applicant may continue in the selection process, the applicant status of “Recommended to Continue” shall be reported by the OBS to the Recruiting and Selection Section.
- k. All pre-employment behavioral screening data shall be held in confidential custody of the OBS. Test data obtained in the pre-employment screening process shall be the property of the department and not the individual applicant.

5.2 Medical Examination

- a. The medical examination shall be used to screen applicants to ensure they have the required medical and physical abilities to efficiently perform the essential job functions of a law enforcement officer within the department. This process also serves to screen applicants with conditions that may pose a direct threat to the lives of others or the law enforcement officer, placing them at an unacceptable risk for law enforcement positions. An applicant’s physical condition shall be adequate for performance of tasks that will be assigned during training and later as an enforcement member. This determination shall be made by an examining physician before appointment to the Academy.

- b. After receiving a conditional offer of employment, each applicant shall be required to have a medical/physical examination prior to and within 180 days of attending recruit school.
- c. The applicant shall schedule their medical/physical examination after receiving their conditional offer. The Recruiting and Selection Section will provide contact information for the department-authorized medical provider to the applicant at the time of their conditional offer. The applicant shall submit the Medical History Statement which will be presented to the department's physician during the scheduled appointment for review and shall become a part of the applicant's personnel file. The applicant shall also sign an Authorization for Release of Medical Record Information.
- d. Prior to the medical/physical examination, the applicant shall obtain medical history and records from their family physician. The applicant is required to supply this information at the time of the scheduled appointment with the department physician. The medical records and history will be reviewed by the physician at the time of the appointment. This information shall be forwarded to the Recruiting and Selection Section for inclusion in the applicant's personnel file upon completion of the examination. All medical record information shall be made available to the medical staff responsible for injury care of the recruits during recruit school.
- e. The applicant's medical/physical fitness relative to essential functions of the job shall be determined by the department physician. The determination will be based on a medical analysis of the job requirements articulated in the position description for the enforcement position for which the applicant received the conditional offer of employment. Applicants obtaining an acceptable recommendation from the department physician may be placed on a recruit school/applicant acceptance list for possible appointment to the next recruit school.
- f. Applicants who, in the physician's opinion, have a medical condition that would prevent them from performing the essential job requirements of the position shall be advised that their condition would endanger their life or the lives of others and that they would be considered an unacceptable risk for a law enforcement position.
- g. Department physicians shall report their findings to the Recruiting and Selection Section as soon as possible after completion of the examination of the applicant.
 - i. The physician will review and interpret the applicant's medical reports supplied by the family physician. The department physician will determine the applicant's suitability to perform essential job functions.
 - ii. The physician shall conduct a clinical medical/physical examination on each applicant. The examination includes areas that would reveal potential medical conditions that would place the applicant at an unacceptable risk.
 - iii. The applicant examination shall consist of the following areas:
 1. History and Physical Examination
 2. Blood Analysis
 3. Dipstick Urinalysis
 4. Visual Acuity Testing (corrected and uncorrected)
 5. Audiogram, with interpretation

6. Peak Flow (Asthma Screen)
 7. HDL Cholesterol
 8. Collection of drug screening specimens to be sent to the State's drug screening contractor
 9. Hepatitis B Tier Testing
 10. OSHA Respirator Questionnaire and Fit Testing
 11. Immediate Post-Concussion Assessment and Cognitive Testing
- iv. The physician shall submit a report of the findings and recommendations regarding the applicant's medical/physical status to the Recruiting and Selection Section.
- h. The department physician shall report applicants who either pass or do not pass the medical/physical examination to the Recruiting and Selection Section. If the applicant does not pass, the applicant shall be advised by the Recruiting and Selection Section that the conditional offer of employment is withdrawn and shall be told the reason why the offer has been withdrawn.
 - i. If the examination by a department physician finds that an applicant may continue in the application process, but the applicant receives a marginal recommendation, the applicant shall be sent a letter by the department physician. The letter will outline areas where improvement is needed and advise the applicant to contact a personal physician for assistance on improving the problem areas. This information shall be provided to the Recruiting and Selection Section for possible appointment to the next recruit school.
 - j. Hearing Standard
 - i. A trooper, motor carrier officer, or state properties security officer applicants shall pass the minimum hearing standard as set forth by the Michigan Commission on Law Enforcement Standards (MCOLES), either Unaided Criteria I, Unaided Criteria II, or the Aided Criteria. For Unaided Criteria I and II, all testing shall be done on each ear unaided. The Aided Criteria involve testing with one or both ears aided. Testing for the aided criteria shall be made not sooner than 30 days following the fitting of the hearing aid(s).
 - ii. The [minimum standards](#) for licensing law enforcement officers is under the authority of 2016 PA 289. Failure to meet the minimum standards will result in removal of the selection process. If an applicant does not meet the minimum requirements, the Recruiting and Selection Section will notify the applicant.
 - iii. Throughout the standard, the intensity of auditory stimuli shall be expressed in decibels relative to normal hearing level as defined by the American National Standards Institute S3.6-1989. The testing shall be performed by an audiologist at a hearing clinic accredited by the Professional Services Board of the American Speech-Language-Hearing Association, or an audiologist who has a Certificate of Clinical Competence. The audiologist shall be licensed, if applicable.
 - k. Vision Standard

- i. A trooper, motor carrier officer, or state properties security officer applicant's visual acuity must meet the [vision standard criteria](#) as set forth by the Michigan Commission on Law Enforcement Standards (MCOLES). The Michigan State Police visual acuity standards follow the MCOLES standards. Failure to meet the minimum standards will result in removal of the selection process. If an applicant does not meet the minimum requirements, the Recruiting and Selection Section will notify the applicant.

5.3 Mandatory Drug Screening

- a. Prospective enforcement applicants shall be drug screened during the pre-employment selection process.
- b. Drug screening for enforcement applicants is mandatory. A positive result or refusal to submit to urinalysis for the purpose of detecting a controlled substance shall render the applicant ineligible for hire. Recruits shall be drug screened during recruit training.
- c. Pre-employment drug screening procedures for enforcement applicants are outlined in the department's Drug Testing Policy and Guidelines manual.
- d. Pre-employment medical/physical examination information shall be held in confidential custody of the Recruiting and Selection Section. All information obtained in the medical/physical process is the property of the department and not the applicant. If the applicant is appointed to recruit school and successfully graduates the entire file, including the medical/physical examination, is turned over to the Human Resources Division. If the applicant is not appointed to recruit school within 180 days, the medical/physical information is destroyed.

Section 6: Application Process for Motor Carrier Applicants

6.1 Responsibilities for Conducting Background Investigations

- a. Commercial Vehicle Enforcement Division (CVED)
 - i. Commercial Vehicle Enforcement Division (CVED) members or authorized personnel shall conduct background investigations to determine an applicant's suitability for the position of motor carrier officer.
 - ii. Background investigations conducted to assess suitability for motor carrier officer positions may also be used for state properties security officer applicants. Motor carrier background investigations can be used to assess trooper applicants with additional investigation by an enlisted member with the information needed as it applies to the trooper position.
 - iii. The CVED commander shall ensure that background investigations conducted by the division comply with specifications of this Order. The commander shall be responsible for the thoroughness and accuracy of background investigations conducted by CVED members. The CVED commander shall review all completed investigations and forward the reports to the Recruiting and Selection Section for attachment to the applicant's profile in NEOGOV.
 - iv. The CVED commander shall enforce due dates set for background investigations assigned to the CVED. On receipt of an applicant's file for investigation, the CVED commander shall establish a due date (if not previously set by the Recruiting and

Selection Section) and shall immediately forward the file to the district supervisor in the area where the applicant resides.

- v. CVED district supervisors shall ensure that members within their districts comply with this Order. They shall also keep the respective district commanders informed of the status of motor carrier background investigations conducted by members of their command.
 - vi. If it is necessary to conduct part of the investigation in other districts, the district supervisor originally receiving the file shall correspond directly with the district supervisors of the districts in which the additional investigation is required. A copy of this correspondence shall be sent to the CVED commander and Recruiting and Selection Section.
 - vii. An Authorization for Release of Information, PD-044, shall accompany the request for supplemental checks.
 - viii. The supervisor of the district in which the additional investigation is required shall send the completed supplemental report to the CVED commander for review. The supervisor shall also provide an assessment of the applicant's suitability for employment when sufficient information is present to allow such an evaluation.
 - ix. CVED worksite commanders shall be responsible to their respective district supervisors for ensuring that members at their worksites comply with this Order and meet designated time limits.
 - x. The division commander, district supervisor, and background investigator shall submit comments concerning the applicant's suitability for employment in the background investigation report.
- b. Background Investigation Updates
- i. When applicants have had background investigations completed at some time in the past, the Recruiting and Selection Section may request a partial update investigation of those backgrounds to obtain the most current information.
 - 1. An updated background investigation shall be conducted when new information is obtained from an applicant.
 - 2. All backgrounds over one year old shall be updated.
 - 3. An applicant background investigation that needs an update shall be sent to the appropriate district and assigned background investigator.
 - 4. A copy of the original background investigation and other applicable paperwork shall be provided to the background investigator.
 - 5. Once the updated investigation is complete, new information shall be reported via email to the Recruiting and Selection Section and district on interoffice correspondence.
 - 6. Copies of birth records, transcripts, etc., are not necessary unless they have changed from the original background investigation.

Section 7: Application Process for State Properties Security Officers

7.1 Responsibilities for Conducting Background Investigations

- a. State Properties Security Officer (SPSO)
 - i. The State Security Operations Section (SSOS) commander or Recruiting and Selection Section shall conduct or assign background investigations to determine an applicant's suitability for the position of SPSO.
 - ii. The SSOS commander shall ensure that background investigations conducted comply with specifications of this Order. The commander shall be responsible for the thoroughness and accuracy of background investigations conducted. The SSOS commander shall review all completed investigations and forward the reports to the Recruiting and Selection Section.
 - iii. The SSOS commander shall enforce due dates set for background investigations assigned. On receipt of an applicant's file for investigation, the SSOS commander shall establish a due date (if not previously set by the Recruiting and Selection Section) and assign for investigation.
 - iv. If it is necessary to conduct part of the investigation in other districts, the SSOS commander will contact the Recruiting and Selection Section for assistance.
 - v. Once the investigation is complete, it shall be reported via email to the Recruiting and Selection Section and SSOS commander on interoffice correspondence.
- b. Background Investigation Updates
 - i. When applicants have had background investigations completed at some time in the past, the Recruiting and Selection Section may request a partial update investigation of those backgrounds to obtain the most current information.
 1. An updated background investigation shall be conducted when new information is obtained from an applicant.
 2. All backgrounds over one year old shall be updated.
 3. An applicant background investigation that needs an update shall be sent to the SSOS commander or appropriate district and assigned background investigator.
 4. A copy of the original background investigation and other applicable paperwork shall be provided to the background investigator.
 5. Once the update investigation is complete, new information shall be reported via email to the Recruiting and Selection Section, SSOS commander on interoffice correspondence.
 6. Copies of birth records, transcripts, etc., are not necessary unless they have changed from the original background investigation.

Section 8: Pre-Employment and Selection Process for Civilian Applicants

8.1 Pre-Employment and Selection Process for Civilian Applicants

- a. The seven major steps of the selection process for civilian applicants are as follows:
 - i. Recruitment
 - ii. Civil Service Examination/Credential Review
 - iii. Interview
 - iv. Background investigation including, but not limited to, a check of the following databases:
 1. LEIN (SOS and CCH)
 2. Sex Motivated Crimes Files
 3. Electronic Record Management System
 4. Confidential Informant Files
 5. Intelligences Files
 - v. Conditional offer of employment
 - vi. Drug screening by urinalysis
 1. Applicants shall submit to drug screening by urinalysis at the discretion of the department following the conditional offer of employment.
 - vii. Fingerprinting
 1. Fingerprints and palm prints shall be obtained within the first pay period of employment to check criminal and traffic records.
 2. The prints shall be taken on non-criminal (applicant) fingerprint cards. One set of fingerprints shall be taken and forwarded to the Criminal Justice Information Center, Criminal History Section, for state and federal criminal history examination.

Review Responsibility: Human Resources Division

Accreditation Standards: CALEA