



Pueblo County Sheriff's Office General Order Policies and Procedures Manual	
Pueblo County Sheriff's Office Section 1	
Part 6	Subject: Background Investigations
Related CALEA Standards: 31.5.1, 31.5.2	
Related Communications Standards: 4.3.1, 4.3.2	

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected with the background investigations of candidates for employment is delegated to the Administrative Captain.

Purpose

A background investigation will be conducted on each candidate to assist in the selection of qualified candidates for employment with the Pueblo County Sheriff's Office.

Policy

The policy of this office is to conduct a comprehensive background on all candidates prior to an offer of employment. The background check will be conducted by a member of the Sheriff's Office trained in background investigations. **<COMM 4.3.2>, <31.5.2>**

Procedure

The following procedures will be adhered to for conducting pre-employment background investigations of prospective candidates:

1. Background investigations will be coordinated and conducted through Administrative Services.
2. When possible, all inquiries will be conducted in person.
3. A criminal history check will include, but not be limited to, NCIC/CCIC clearance, criminal history file check, local law enforcement records check, driver's license status and traffic history report.
<COMM 4.3.1 b>, <31.5.1 b>
4. A minimum of three past employment reference checks will be conducted as well as a minimum of three personal/professional reference checks. **<COMM 4.3.1 c and e >, <31.5.1 c>**
5. A review of all available data on the candidate, with attention to the candidate's employment history, professional or personal references. All qualifying credentials submitted by the candidate will be verified. **<COMM 4.3.1 a>, <31.5.1 a and e>**
6. Each candidate will submit their fingerprints to be sent to the Colorado Bureau of Investigation for identification and examination. Each candidate will submit all military records that are pertinent.
7. Education information listed on the candidate's initial application will be verified by the office member completing the background investigation. **<COMM 4.1.1 d> <31.5.1 d>**
8. Review of relevant national or state decertification will be checked by the office member completing the background investigation. Sources for the National Decertification Index (NDI) and other state resources can be used to determine prior public safety certification status of candidates.
<https://www.iadlest.org/our-services/ndi/about-ndi> Link to National Decertification index website.
<COMM 4.3.1 f, 31.5.1 f>
9. Records of completed background investigations will be given to the Administrative Services Captain or designee for safekeeping.
10. The background investigator assigned shall interview the candidate comparing answers to initial application questions / answers through all other known aspects.
11. An interview shall seek responses directly from the candidate as to their previous employers, additional references, rationale as to responses and clear responses about any military, law enforcement (POST

or not) and other areas of public trust. The background professional shall build rapport while challenging answers to evaluate the integrity and perceptions of the candidate and/or those who know them.

12. Background investigation records are maintained during length of employment. Upon separation from the office, background investigation records are subject to policy and procedures determined in state archive retention schedules.



By Order Of The Sheriff