



General Order 32.3 - Selection

PURPOSE: Define the background investigation policy; define the content of the background investigation; describe the training of background investigators; and specify information about background investigations records.

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ISSUED BY: Sheriff Jeffrey T. Easter

REVIEWED BY: Policy Review Committee

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32.3.1 BACKGROUND INVESTIGATION POLICY

- A. A thorough and complete background investigation of each applicant for either a classified or unclassified position and shall be conducted prior to offer of appointment. Background investigation inquiries may be conducted in person, through the mail, or by telephone.
- B. Information obtained by the background investigator(s) will be given only to the Sheriff, Undersheriff, or Jail Administrator to help determine if a conditional job offer should be given to the applicant or to another law enforcement agency that is conducting a pre-employment background investigation on the applicant and provides a copy of an appropriate waiver signed by the applicant.

32.3.2 CONTENT OF BACKGROUND INVESTIGATION

- A. The objective of a background investigation is to determine the suitability of the applicant for employment by the Sedgwick County Sheriff's Office
- B. The background investigation on applicants for deputy or detention deputy will expand on the record checks and references previously conducted on both the applicant and spouse/roommate, and shall include the following:
 - 1. Criminal history information;
 - a. Arrests (if arrested, was applicant convicted);
 - b. Listed suspect in cases;
 - c. Citations and accidents;
 - d. Listed in other law enforcement reports;
 - e. Applicants/spouse/roommate will be checked through the Interstate Identification Index (III), state criminal history files, and local records.
 - f. One applicant fingerprint card will be submitted to the KBI and FBI to determine the existence of a criminal history record.
 - g. Records checks will be made through Sedgwick County District Court and Wichita Municipal Court.
 - h. Records checks will be obtained from all courts and police agencies in all jurisdictions in which the applicant has lived.
 - i. A credit report will be obtained from a credit reporting agency. Only those employees authorized by the Sheriff will obtain credit reports on applicants.
 - 2. Employment history;
 - a. Job firing - termination;
 - b. Job hopping;
 - c. Rapport with fellow employees;
 - 3. Developed references' information;
 - a. Positive and/or negative characteristics;
 - 4. Neighborhood and home visit or applicant interview;
 - 5. Other discovered categories of information including but not limited to;
 - a. NCIC
 - b. Drivers license history
 - c. Civil court records
 - d. DCF records

- e. EMCU records
 - f. Military records
 - g. Education records
- 6. Background investigator's comments;
- 7. Attachments;
 - a. Any arrest reports or other relevant documents that the investigator discovers.
- 8. Social Networking Sites
 - a. Review of social networking sites will be limited to searches for evidence of illegal activities, bias, prejudice or association with hate groups.
 - b. Investigators will concentrate their examination to areas that would be accessible to site visitors.
 - c. Information described under the Kansas Equal Employment Opportunity/Affirmative Act Statutes as outlined under Sheriff's Office Civil Service Policy 1.02 discovered during the review of a social network site shall not be included or detailed in the background investigation report.
- C. The background investigation should be submitted in a deputy's report, using the above guidelines as a format.

32.3.3 TRAINING OF BACKGROUND INVESTIGATORS

- A. Background investigations will be conducted by personnel who have received training in investigative techniques that include those issues unique to pre-employment investigations.

32.3.4 BACKGROUND INVESTIGATIONS RECORDS

- A. Records of the background investigation on an applicant will be maintained as part of the applicant's file. If the applicant is hired, the applicant file will be maintained at the Training Section. If the applicant is not hired, the applicant file will be maintained at the Training Section for a period of three years, whereupon the file will be destroyed.
- B. The credit report on the applicant, is kept, and will be maintained in the applicant file only. It will be kept in a locked cabinet marked CONFIDENTIAL so it will not be inadvertently viewed by unauthorized personnel.