

Course Outline

COURSE: JLE 111 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2019 **CURRICULUM APPROVAL DATE:** 10/9/2018

SHORT TITLE: BACKGROUND INVEST

LONG TITLE: Background Investigation

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.45	8.1
		Lab:	1.55	27.9
		Other:	0	0
		Total:	2	36

COURSE DESCRIPTION:

This course is designed to give students the skills necessary to become an accomplished Background Investigator. This course applies the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication. This course is certified by POST. **PREREQUISITE:** POST Certificate or Equivalent, Valid California Driver's License.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

1. Recognize and have the ability to follow state requirements and legal aspects of Background Investigation procedures.

Measure of assessment: Exam, class exercise evaluated by the instructor

Year assessed, or planned year of assessment: 2018

Semester: Spring

2. Appraise, evaluate and compare investigative options.

Measure of assessment: Written Exam

Year assessed, or planned year of assessment: 2018

Semester: Spring

3. Identify state and federal laws which regulate personal, financial, medical and work-related information.

Measure of assessment: Class exercise Demonstration evaluated by the instructor

Year assessed, or planned year of assessment: 2018

Semester: Spring

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 10/9/2018

1/2 Hours

I. Registration/Introduction/Examination/Evaluation

Students will examine an overview of the course to be presented.

A. College

Registration

B. Course Overview and Expectations

C. Course Site Information

D. Peace Officer Standards and Training, Course Evaluation Instrument

E. P.O.S.T. Job Dimensions

3 Hours

II.

Purpose of the Background Investigation

Students will describe state requirements and legal aspects of background investigations

A. Required by Law (for Peace Officers)

1. Government Code

1029

2. G.C. 1030

3. G.C. 1031

4. G.C. 1031.5

B. Required by P.O.S.T.

1. P.O.S.T. Regulation 1002 (a) (1-7) - Entry Level

2. P.O.S.T. Regulation 1005 (a) (104) - Lateral Entrance

3.

P.O.S.T. Regulation 1018 - Public Safety Dispatcher

C. P.O.S.T. Compliance Inspections

1. Purpose

a. Determine compliance with laws

b. Determine compliance with P.O.S.T. regulations

2.

Non-Compliance

a. Possible loss of P.O.S.T. affiliation

- b. Legal ramifications
 - 1. Liability issues
 - 2. Loss of funds

D. Agency Benefits from a Good Background Investigation

1.

Best suited applicants are identified

- a. Applicable job dimensions
 - b. Meets agency standards
2. Protection from liability
3. Reduction in attrition

Homework: Reading/memorization of codes

2.5 Hours

III. Role of the Background Investigator

Student will evaluate influences (positive or negative) when conducting a background investigation and be able to demonstrate the ability to effectively communicate orally and in writing.

A. Conduct of the Investigation

- 1. Be objective
 - a. Positive and negative facts
 - b. Verification of information
- 2. Thoroughness
- 3.

Legal sustainability

B. Project a Professional Image

- 1. Standard of agency
- 2. Professional integrity

Homework: Reading assignment

8 Hours

IV. Legal Aspects of Background Investigator

The

student will be able to distinguish the legal guidelines and regulations regarding discrimination, confidentiality, pre-employment guidelines and legal aspects of rejections and appeals during class exercises.

A. Federal Requirements

- 1. Legislation
 - a. Title VII, Civil Rights Act of 1964
 - b. Equal Opportunity Act of 1972
 - c. General Revenue Sharing Act of 1972
 - d. Rehabilitation

Act of 1973

- e. Age Discrimination in Employment Act of 1967
- 2. Regulations/Guidelines regarding Discrimination Based On:
 - a. National Origin
 - b. Religious Creed
 - c. Sex
 - d.

Handicaps

- e. Age
- f. Uniform Guidelines for Employment Section

B. State Requirements

1. Legislation

- a. California Fair Employment & Housing Act (GC 12900 ET SEQ)
- b.

Non-discrimination in State Supported Programs (GC 111235)

- c. Confidentiality of Medical Information Act (GC 56 ET SEQ)

2. Regulations and Guidelines

- a. State Fair Employment & Housing

Regulations (AC 7285-7294)

b. Fair Employment and Housing Commission Guidelines regarding pre-employment guidelines

3. Consequences of non-compliance

- 4. Laws relating to confidentiality of BGI information
- 5. Legal aspects of rejections and appeals
- 6. Review of recent case law

Homework: Reading assignment

8 Hours

V.

Interviews

Students will appraise, evaluate, and compare investigative options. They will be able to evaluate influences (positive or negative) of parent, spouse, former spouse, significant others on applicant during class exercises.

A. Fundamentals

1. Purpose

- a. Obtain and verify information
- b. Develop a report

2. Guidelines

- a. Allow adequate time for interview
- b.

Ensure privacy

- c. Put person at ease
- d. Control the interview
 - 1. Let the person do most of the talking
- e. Be thorough (give a system)

B. Applicant Interview Process

1. Contact

the applicant

- a. Provide applicant with the PHS and instructions
- b. Schedule an interview

2. Review the application and PHS

- a. Compare for accuracy
- b. Note discrepancies, omissions

or incomplete areas

- c. Note neatness, spelling and overall appearance

3. Interview the Applicant

- a. Obtain all needed information (BGI)
- b. Allow the applicant to modify the PHS (note changes)

- c. Observe applicant's:
 - 1. Attitude and demeanor
 - 2. Motivation
 - 3. Stability
 - 4. Maturity
- d. Explain to the applicant
 - 1. The BGI process
 - 2. Job and

training requirements

- e. Obtain waivers
- f. Cautions
 - 1. Avoid conclusions not supported by facts
 - 2. Do not make any employment commitments

C. Interviewing Contact Persons/Sources

1.

Having all necessary waivers

- 2. Make appointments and be on time
- 3. Describe the job the applicant is seeking
- 4. Determine the interviewee's
 - a. Personal knowledge about applicant
 - b.

Length of time known and recency of contact with applicant

c. Bias

- 5. Review information from the sources and compare to:
 - a. PHS
 - b. Information from other sources

6. Clarify, resolve

or verify inconsistent information

7. Identify secondary sources

D. Interview Applicant's Spouse, Former Spouse, Parents, and Significant Others

1. Interview separately from applicant

a.

Obtain more information

b. Get better insight to the applicant's personality

2. Determine their attitudes about the:

- a. Agency
- b. Job
- c. Impact of the job on the family and social

relations

3. Evaluate influences on applicant (positive or negative)

4. Verify information concerning:

- a. Family (present and former) - consider privacy limitations
- b. Finances
- c.

Health

d. Other job related information

E. Discrepancy Interviews

1. Location should be chosen by the investigator
2. Preparation
 - a. Determine nature of the discrepancy
 - b. Document

the discrepancy

c. Avoid conclusions prior to interview

3. Documentation

- a. Written (interview form)
- b. Recorded (applicant must be told)
- c. Witnesses presence
- d. Retain

records

4. Conduct of the interview

- a. Encourage applicant to provide additional information
- b. Do not advise applicant of qualification status
- c. Use proper interview techniques

F.

Basic Interview Documentation

1. Date, time and location
2. Full name and address of person interviewed
3. Relationship to applicant
4. Areas discussed including confidentiality and

waivers, if applicable

5. Information obtained
6. Documents obtained
7. Discussion of use of electronic division

Homework: Written assignment

4 Hours

VI. Information Sources

Students

will describe sources used to verify information concerning family, finances, health, and other job related information during class exercises.

A. Personal History Statement

1. Compare it to

other data

2. Use at outline of investigation

B. Employment History

1. Review previous application
2. Note former addresses
3. General employment information
 - a. Job title and

duties

b. Salary

c. Evaluation

4. Injuries or use of sick time
5. Claims - UIB, Insurance, Worker's Compensation

6. Training received
7. Interview supervisors and co-workers
- 8.

Complaints and misconduct if applicable

C. Medical History

1. Personal physician
2. Follow up information from:
 - a. Employers
 - b. Any source developed
3. Review information with

agency medical examiner

D. Credit History

E. Personal and Secondary References

F. Neighborhood Checks

G. Educational Records

1. High School and colleges
2. Any additional training -
academy for laterals
3. Recency of training
4. Verify all degrees, certificates, high school graduation

H. Military History

1. Obtain DD 214
2. Military recruiters can help

translate

3. Note addresses, medical information, training
4. Try to obtain separate medical examination
5. Selective service registration if applicable

I. Motor Vehicle Records -

California and other States as required

1. Drivers License
2. Registration
3. Insurance/financial responsibility

J. Marital History

1. Must be verified by fingerprints
 - a. DOJ -

State

- b. FBI - Federal

2. Check with local agencies for other data
3. Restrictions and limitations

K. Criminal History

1. Must be verified by fingerprints

a. DOJ - State

b. FBI - Federal

2. Check with local agencies for other data

3. Restrictions and limitations

L. Civil History

1. Plaintiff-defendant register (County Courthouse)

2. County Clerk's Office
3. County Recorder (liens on property)

2 Hours

M. Psychological Evaluation

1. Required by P.O.S.T. and GC 1031f
2. Purpose and methods
3. Limitations
4. Qualifications of the evaluator
5. Relationship of evaluator and

investigator

6. Review information with evaluator

2 Hours

N. Lie Detection Examinations

Students will describe the relationship of the examiner and investigator during class assignments.

1. Purpose and methods
 - a. PSE
 - b. Polygraphs
2. Limitations
3. Qualifications of examiner
4. Relationship of examiner and investigator
5. Demonstration and

discussion

6. Legal history and restrictions
7. Review information with examination

Homework: Reading assignment

4 Hours

VII. The Background Investigation Report

Students identify

individual agency policies regarding the background investigation process and individual file organization as local practices dictate the form or organization of such documentation during class exercises.

A. Purpose

1. Document applicants qualifications based on job dimensions
2. Provides documentation in the event of legal challenges
3. Required by P.O.S.T. for participating

agencies

B. Basic Requirements - Content

1. Complete applicant data
2. Complete list of references and sources
3. Verification of citizenship (required by law)
4. Educational

history

5. Employment history
6. Military history
7. Legal history - criminal and civil
8. Credit history
9. Medical and psych

10. DMV
11. Analysis (not required to release) and

conclusion

C. Format

1. Narrative report
2. May vary from agency to agency
3. Separate confidential from non-confidential
 - a. Johnson vs. Winters
4. Chief may or may not want

recommendations

5. Discussion of examples

Homework: Written report

2 Hours

VIII. Panel Discussion

Students will provide insight into the role of the Background Investigator in different agencies.

A. Purpose

METHODS OF INSTRUCTION:

Lecture, discussion, presentation, panel discussion

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 16

Assignment Description: Students will write a report on an objective investigation they have completed in class exercise.

Required Outside Hours: 16

Assignment Description: Students will list in a report the hiring practices that are regulated by law.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 25.00 %

Students are evaluated on the written report identifying the pre-employment background process.

Problem-solving assignments

Percent of total grade: 25.00 %

Students are evaluated during class scenario as they conduct a defensible investigation to include a culturally-appropriate investigation.

Objective examinations

Percent of total grade: 50.00 %

REPRESENTATIVE TEXTBOOKS:

n/a

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200670

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: JLE

CSU Crosswalk Course Number: 111

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: B

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000456116

Sports/Physical Education Course: N

Taxonomy of Program: 210550