

Course Outline

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

TERM EFFECTIVE: Spring 2025 **CURRICULUM APPROVAL DATE:** 04/09/2024

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:	.4	7.2
		Lab:	1.4	25.2
		Other:	0	0
		Total:	1.8	32.4

Out of Class Hrs: 14.4

Total Learning Hrs: 46.8

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 (JLE 100) or Equivalent, Valid California Driver's License.

PREREQUISITES:

Completion of JLE 100, as UG, with a grade of C or better.

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:

By the end of this course, a student should:

1. Recognize and have the ability to follow state requirements and legal aspects of Background Investigation procedures.
2. Appraise, evaluate and compare investigative techniques.
3. Identify state and federal laws which regulate personal, financial, medical and work-related information.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. be competent and gain an understanding of the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication.

COURSE CONTENT:

Curriculum Approval Date: 04/09/2024

LECTURE CONTENT

- I. Registration/Introduction/Examination/Evaluation (.5 hours)
 - 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
- II. Purpose of the Background Investigation (3 Hours)
 - 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

COURSE CONTENT (CONTINUED):

[LECTURE CONTENT CONTINUED]

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

III. Role of the Background Investigator (1.7 Hours)

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

IV. Legal Aspects of Background Investigator (2 hours)

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

COURSE CONTENT (CONTINUED):

[LECTURE CONTENT CONTINUED]

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

LAB CONTENT:

V. Interviews (11.2 hours)

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)

COURSE CONTENT (CONTINUED):

[LAB CONTENT CONTINUED]

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 the 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

COURSE CONTENT (CONTINUED):

[LAB CONTENT CONTINUED]

- 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

COURSE CONTENT (CONTINUED):

[LAB CONTENT CONTINUED]

VI. Information Sources (8 Hours)

- 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

COURSE CONTENT (CONTINUED):

[LAB CONTENT CONTINUED]

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)

M. Psychological Evaluation (2 Hours)

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

N. Lie Detection Examinations (2 hours)

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

COURSE CONTENT (CONTINUED):

[LAB CONTENT CONTINUED]

VII. The Background Investigation Report (4 hours)

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

VIII. Panel Discussion (2 hours)

A. Purpose

B. Discussion

METHODS OF INSTRUCTION:

Lecture, discussion, presentation, panel discussion

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 8

Assignment Description

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

Required Outside Hours 6

Assignment Description

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

METHODS OF EVALUATION:

Writing assignments

Evaluation Percent 25

Evaluation Description

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

Problem-solving assignments

Evaluation Percent 25

Evaluation Description

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

Objective examinations

Evaluation Percent 50

Evaluation Description

POST Exam

REPRESENTATIVE TEXTBOOKS:

Background Investigation Student Manual , POST , POST , 2024.

Rationale: POST Course Student Manual

12 Grade Verified by: Doug Achterman

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200670

Not Transferable

UC TRANSFER:

Not Transferable

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:

CSU Crosswalk Course Number:

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