

1.5.6 Background Investigation

I. POLICY

It is the policy of the Johnstown Police Department to follow the procedures established in this general order during the background phase of the selection process for sworn officers.

II. PURPOSE

This policy provides a systematic procedure for the completion of background checks during the selection process for sworn police officers. This order establishes policy to assist in the assurance that only qualified candidates become sworn police officers.

III. PROCEDURE

The critical and important nature of law enforcement employment requires that only the most qualified people be hired to work as police officers. One of the most important aspects of the selection process is the background investigation. A comprehensive background investigation, conducted by competent investigators, is very beneficial in determining the most qualified candidates for selection.

A. Background Investigation

1. A background investigation shall be successfully completed for every candidate prior to being considered as a probationary police officer.
2. The background investigation shall be completed by an officer approved by the Chief of Police.
3. The background investigation shall, at the minimum include, but not limited to:
 - a. Verification of qualifying credentials
 - b. Verification of application information
 - c. Verification of education
 - d. Verification of military
 - e. Verification of qualifying credentials
 - f. Check for a criminal and motor vehicle record
 - g. Credit history
 - h. Verification of at least three [3] personal references
 - i. Verification of prior employment
 - j. Verification of at least three [3] personal references not given by applicant; i.e.: neighbors, co-workers, teachers, etc.
4. The completed background investigation report will then be turned over to the Chief of Police for review.

5. Governed by the department's Civil Service Commission the potential candidate may be placed on a list of three submitted to the City Manager for possible employment.
 - a. Upon a successful background
 - b. When an opening becomes available
6. Upon employment consideration the candidate is governed through the department's Civil Service Commission and their rules & regulations.

Effective Date: June 13, 2006

By Order Of:

Craig Foust
Chief of Police