

# Background Investigations Course

~ Case Investigation from start to finish Add **Forensic Statement Analysis** for a \$50 discount

Hosted by: Idaho POST

Register on website below

**\$199.**

615 W. Wilbur Ave., Coeur d'Alene, Idaho 83815

Pay for 3 get 4<sup>th</sup> FREE

Sept. 30 – Oct 1, 2013 for FSA see additional flyer POST approved



This comprehensive two-day course gives the Background Investigator all the tools to conduct an effective vetting process to ensure only the best applicants are hired. Administrators will gain a thorough exposure of the requisite needs on which to build their Backgrounds Section.

Topics include:

- Establishing legal rejection criteria and policy
- Construction and presentation of the Personal History Form
- A step-by-step tutorial on conducting the Initial Background Interview (Integrity Interview)
- Interview techniques that work and common errors
- How to organize the Background Investigation file
- Polygraphs, Forensic Statement Analysis, and other truth-seeking technology
- A step-by-step tutorial for conducting a complete and defensible Background Investigation
- Legal considerations with regard to Americans with Disabilities Act (ADA), the Federal Fair Credit Reporting Act (FFCRA), the Federal Bankruptcy Code, the Equal Employment Opportunity Commission (EEOC) and others...
- Tips on preparing and presenting Background Investigation reports
- Agency and legal relationships
- Records retention and inter-agency cooperation
- Negligent Referrals and tips on breaking down investigative road blocks
- Social Media, Tattoos, PTSD, and other hot topics
- Actual Case Study discussion
- Officer Safety considerations while conducting Background Investigations

~ Attendees receive a Resource Manual and a wide assortment of commonly used forms. ~

Many agencies unknowingly ask illegal questions during their investigation;  
we will review your forms to ensure you are not one of them.

**Participants remark that our courses are the “best they’ve ever attended”, and are “well prepared, presented, and structured.”**

*Instructors are law enforcement officers, working backgrounds, with more than 50 years of combined investigative experience in both urban and rural law enforcement agencies.*

We invite you to contact us to discuss how we may work together in equipping your personnel with invaluable life skills benefiting their department as well as the community they serve.

**Richard Whitehead & Associates LLC**

**Register @: <http://www.rickwhitehead.com> ~ 208.262.3645**