

Southern Police Institute

Excellence in Policing



The Hiring Process and Background Investigation

16-Hour Training Course - KLEEC Approved

Tuition: \$420⁰⁰

Course Description

The hiring of a police officer and the background investigation is a process by which an agency sets high standards for legal but rigid physical, educational, psychological and behavioral qualifications for candidates with the goal being an investment in each employee. This course will prepare the investigator to conduct a legally defensible, job-related hiring process and police background investigation.

Who Should Attend

Officers responsible for the hiring of police officers and/or conducting background investigations, training officers or persons responsible for establishing background investigation programs and/ or protocol within their agencies.

Course Topics and Areas of Instruction

- Why Conduct Background Investigations?
- The ADA and the Hiring Process
- Recruitment and Hiring Standards
- Steps to Employment
- Confidentiality & Characteristics of Candidates
- Agency Responsibilities and Job-Related Inquiries
- The Personal History Statement and Other Documentation
- Background Investigation Steps
- Working with the Background Investigation Manual
- Real Case Examples and Discussion and Valuable Websites

Dates

September 18-19, 2023

Hosted by

**Bowling Green
Police Department**

Training Location

**Bowling Green
Police Department**
911 Kentucky St.
Bowling Green, KY 42101

Suggested Lodging

Hyatt Place
1347 Center St.
Bowling Green, KY 42101
Phone: (270) 467-0001

For More Information Contact:

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Register Online

www.louisville.edu/spi