



LAW ENFORCEMENT AGENCY BACKGROUND VERIFICATION



The Agency Background Verification must be signed by the agency chief administrator and attested to before a Notary Public prior to the hiring and appointment of any law enforcement officer regardless of whether the officer is to become newly certified or returning from an inactive status. **Single-head agencies must be done by the director or designee.**

The information covered in this section is a state requirement through statute and rule and regulation. It is obtained through the hiring process and the completion of a thorough background investigation. Statements should be verified by a means other than relying on the applicant's statements alone.

- Checked law enforcement records for citations, arrests or criminal charges regardless of disposition to include law enforcement records checks in areas of the applicant's residences.
- Checked records and running criminal history checks for any criminal convictions regardless of criminal classification of disposition.
- Inquired into employment history and instances of misconduct in employment.
- Inquired into any evidence of acts involving dishonesty, fraud, deceit, or misrepresentation.
- Inquired into instances of abuse of legal process, including the filing of frivolous lawsuits.
- Inquired into instances of neglect of financial responsibilities.
- Inquired into instances of neglect of professional responsibilities.
- Checked records for violation of court orders, including child support.
- Inquired into any evidence of mental or emotional instability.
- Inquired into evidence of drug or alcohol dependence or abuse.
- Reviewed military records for applicants with prior service in the Armed Forces and inquire into any instances where the characterization of service is classified as less than honorable.
- Verified character by contacting at least five (5) character references, three (3) of which are not family or close personal friends.

This section to be completed by agency head or designee

I certify I am the agency head or authorized by such agency head to sign this document. I certify that a background check has been performed on:

Name: _____ S.S. N. _____
First M/I Last

D.O.B. _____ in conformance with Title 79, Chapter 8 Law Enforcement-Police Standards Advisory Council. The background investigation was conducted by _____
(Printed name of person conducting the investigation)

A copy of the background investigation is available for inspection by the Police Standards Advisory Council or individuals acting on the Council's behalf.

I have reviewed the above background investigation and determined, based on such review, that the applicant meets the minimum standards for admission to an academy and/or to receive certification as a law enforcement officer. (Signature must be notarized)

 Signature of agency head or designee

 Date

Sworn and subscribed before me this _____ day of _____,

Notary Seal or Stamp

 Notary Signature