

JACKSON POLICE DEPARTMENT

Number: 8.0

October 2019

BACKGROUND INVESTIGATIONS

8.1 PROCESS ON ENTRY LEVEL APPLICANTS

- A. Authority
 - 1. The Operations Lieutenant or his designee is responsible for conducting background investigations for entry level applicants. The purpose of the background investigation is to examine the personal history behavior patterns and conduct of entry level applicants to determine if patterns exist that would affect:
 - a) The applicant's ability to meet legal requirements set forth by the State of Wyoming P.O.S.T. commission regulations
 - b) The applicant's ability to meet department guidelines as set by internal rejection criteria.
 - c) The public trust.
 - d) The applicant's fitness to perform the duties of the position.

8.2 SCOPE OF INVESTIGATION

- A. The background investigation may include, but is not limited to the following:
 - 1. An interview with the applicant
 - 2. Criminal history check
 - 3. Personal information
 - 4. An interview with the applicant's spouse
 - 5. Relatives, references, and acquaintances
 - 6. Education
 - 7. Residence
 - 8. Employment experience
 - 9. Military service
 - 10. Financial history
 - 11. Criminal history
 - 12. Motor vehicle operation
 - 13. General information
 - 14. Drug use
 - 15. Optional information
 - 16. Johnson and Roberts results
 - 17. Honesty
 - 18. Investigator's summary
 - 19. Lieutenants review
 - 20. Polygraph
 - 21. Medical examination
 - 22. Psychological examination
 - 23. Final hiring decision by Police Department's hiring authority.

JACKSON POLICE DEPARTMENT

Number: 8.0

October 2019

BACKGROUND INVESTIGATIONS

- a) The final Police Department hiring authority shall be:
 - i) The Chief of Police or their designee

8.3 REPORTING

- A. The Operations Lieutenant is responsible for insuring that complete reports of pre-employment background investigations are prepared and submitted in accordance with this policy.
- B. The Chief of Police will have final authority to accept or reject the applicant.

8.4 COMPLETED BACKGROUND FILES

- A. Background investigation report files are to be maintained by the Personnel Department. These reports are confidential and are to be inspected or reviewed only by the Chief of Police, Lieutenant, and their designee. The files and reports are not public information.
- B. The files should be maintained as follows.
 - 1. Successful applicant's files shall be kept by the Town of Jackson Personnel Department according to State Statute and best practice.
 - a) Unsuccessful applicant's files shall be kept by the Town of Jackson Personnel Department for two years then destroyed.
 - 2. All information discovered during the background investigation shall remain confidential and treated as a personnel matter.