



Northwest Illinois Criminal Justice Commission

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Mobile Team Unit #1 is funded in partnership with the Illinois Law Enforcement Training & Standards Board

Applicant Background Investigations: On-Target Solutions to Hiring Quality Employees

DATE: January 18-19, 2024

Registration Ends: December 17, 2023

TIME: 8:00 AM—5:00 PM 16 Hours

LOCATION: Rockford Police Dept District 1 1045 W State Street, Rockford, IL

INSTRUCTOR: Greg Anderson, On-Target Solutions Group

COURSE CONTENT: Who should attend this course: Anyone who may perform background investigations or the decision maker who decides employment opportunities. This may include Human Resources, department heads, background investigators, or supervisors.

Participants will leave with the skills and knowledge of the importance of not only recruiting but also retention of quality personnel. It is just as important to keep the best people as it is to hire quality personnel. An organizational assessment should be the first step in the process and the need to break the cycle of mediocrity.

Background investigators will leave with the knowledge of their role in the selection process, the legal aspects of the background investigation, background interview sources of information and preparing the investigation report. Background investigations affect the future of an organization in many ways, thus selection practices are vital to ensuring that future law enforcement employees and supervisors are suited for the variety of duties expected from the populations they serve. This course will provide techniques, procedures and sample forms for the background investigator.

Topics Include:

- The importance of a recruiting plan
- What type of employees do you want
- Professional standards model for backgrounds
- Sources of information/Investigative techniques
- Web sites and additional sources of information
- Psychological & behavioral testing
- Reference interview techniques
- Assessment of your organization
- Marketing and selling your organization
- Why background investigations are necessary
- On-line data bases/social networking sites
- Polygraph questions/usage
- Candidate interview techniques

This course meets the following mandates pending approval by ILETSB:

Cultural Competency

Procedural Justice

Law Updates

Partial funding provided by Illinois Law Enforcement Training and Standards Board and MTU#1's request for certification of this course has been approved by the Illinois Law Enforcement Training and Standards Board

REGISTRATION:

All registrations are received on the [MTU#1 website](http://www.mtu1.com). Find Registration instructions [here](http://www.mtu1.com)

THIS IS NOT A PUBLIC MEETING

Mobile Team In-service Training Unit #1 (ASSIST) Program

Illinois Law Enforcement Training and Standards Board

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