



# 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 13-14, 2022

**Registration Ends:** December 17, 2021

**TIME:** 8:00 AM—5:00 PM      16 Hours

**LOCATION:** Stewart Centre West, 2900 W. Pearl City Road, Freeport, 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

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](#)

THIS IS NOT A PUBLIC MEETING



**This course is pending ILETSB approval and might be approved for the following mandates:**

***This class has been submitted to ILETSB for approval in meeting mandatory training for:***

***Mandated Annually***

☒ **Law Updates**    ☐ Use of Force (must include scenario based or similar approved)

**Mandated once every 3 years (begin 1/1/16)**

☐ Civil Rights                      ☐ Constitutional and proper use of law enforcement authority

☒ **Cultural competency**                      ☐ Procedural Justice                      ☐ Human Rights

**Mandated once every 3 years (begin 1/1/17 all/ within 2 yrs. for investigators)**

☐ Trauma Informed Response & Investigation of Sexual Assault & Abuse

**Mandated once every 3 years (begin?)**

☐ Mental Health Awareness

**Mandated 32 hours every four years after initial training**

☐ Lead Homicide Investigator training