

GENERAL ORDER 32.1.1

Background Investigations

GENERAL ORDER CROSS-REFERENCE: 82.2.4, 82.5.2, 45.2.3

SUMMARY

Establishes procedures for background investigations on persons in criminal cases and for the purposes of employment or licensing.

DISCUSSION

Background investigations are a necessary part of certain criminal investigations and both the employment and licensing processes. Such investigations are necessary to protect the public and for the verification of employment and licensing information. Our computer system is an integral part of our operations and frequently is the most efficient means of searching a person's past for criminal activity and/or driving history. This procedure is in compliance with all applicable local, state and federal computer system guidelines and regulations.

POLICY

I

Background investigations on all Department employees shall be conducted by the Professional Standards and Training Unit prior to the employee being hired. These background investigations shall include; verification of employment history, education, citizenship, residence, professional qualifications, at least 3 personal references, and an interview. Other investigations, including site visits, shall be at the discretion of the investigator.

A waiver shall be obtained from the prospective employee. All background investigation information is confidential. A record of prospective Department employee's background investigation shall be maintained for not less than 5 years.

II

LEDS regulations require a computer history to be performed on anyone having LEDS access. A full computer history of RMS, LEDS, NCIC, Oregon CCH and Oregon (and other appropriate state's) DMV shall be run on all prospective employees of the Springfield Police Department, City Prosecutor's office, and Springfield Municipal Court. This includes all volunteers working directly for the Police Department or Municipal Court. The Professional Standards and Training Sergeant shall ensure that computer history on prospective Police Department employees and volunteers is performed. Requests for computer histories on prospective City employees and volunteers are forwarded to the Police Office Supervisor

III

A local and Oregon only CCH inquiry shall be performed on prospective employees and volunteers. of other City departments. No other computer investigations shall be made. Requests for computer histories shall be sent by the Human Resources Director or his designee to the Police Department. The Police Office Supervisor shall report on the candidate's background to the Human Resources Director or designee.

IV

Licensing requests shall be forwarded by the Developmental & Public Works Department to the ISB Management Analyst who shall report the information to the Chief, who will sign the license or recommend denial of the license. For those licenses which a computer history is required by City Ordinance, an RMS inquiry and Oregon CCH only shall be run. In the case of Weapons Dealer licenses, an NCIC check shall also be made.

V

For those licenses for which a computer history is not specifically required by ordinance, only an RMS investigation of local records shall be run. The requests are made in accordance with item III above.

VI

All computer histories shall be purged in accordance with the Department's document retention schedule (General Order 82.2.4).

Richard L. Lewis
Chief of Police