



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



255.10 BACKGROUND INVESTIGATIONS 06-14-01

PURPOSE

To establish procedures for conducting background investigations on potential department personnel and data processing/service contractors who will have access to police information.

POLICY

To take reasonable steps to protect the integrity and security of police information from unauthorized personnel.

PROCEDURE

A. GENERAL

1. Any persons having access to police information shall have a personal background investigation conducted on them.
2. The objective of the investigation shall be to identify those persons with criminal records or those who could be a potential security risk.
3. Investigations shall be conducted according to the Peace Officers Standards and Training requirements.
4. Civilian employees considered for a position within the Police Department shall be interviewed by the hiring authority, before the background investigation is initiated.
 - a. No job offer shall be made to an applicant until completion of the background investigation.
 - b. After the interview, the hiring authority conducting the interview shall notify Personnel Services which candidate is to be considered for hiring.
 - c. Personnel Services shall then contact the candidate and arrange for the completion of a Background Information Questionnaire (SPD 469) and waivers. After receiving the completed SPD 469, the Background Investigations Unit shall review it and make the necessary inquiries.
5. All Background investigations shall be coordinated through the Background Investigations Supervisor. Backgrounds for potential employees shall entail, but not be limited to investigation of the following:
 - a. Completion of the SPD 469
 - b. A fingerprint check through our Department, Department of Justice, and FBI
 - c. School transcripts
 - d. Interviewing neighbors, ex-employers, references, etc.
 - e. Military records
 - f. Driver license
 - g. Retail credit
 - i. Criminal history record (local county system only)
 - j. Personal history statement
 - k. Polygraph report
 - l. Psychological evaluation (police officers and dispatchers only)
 - m. Personal contacts, if deemed necessary
 - n. Summary of background investigation information.
6. Potential employees successful in the background investigation shall be notified by Personnel Services that they have been selected for completion of the hiring process.
7. Backgrounds for volunteers may entail any of the criteria listed in section A5 above, as deemed necessary.
8. Potential volunteers successful in the background investigation shall be notified by the Volunteer Coordinator, Programs Development Unit, that they have been selected for completion of the volunteer process.
9. Division Managers shall ensure a background has been completed on all personal who will have access to police information before allowing them access to that information.

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B. CONDITIONAL JOB OFFER

1. The hiring authority shall conduct the interview in order to make a conditional job offer.
2. Once the hiring authority has made a conditional job offer, the background investigation file shall be returned to the Background Supervisor.
3. If the hiring authority rejects an applicant, Personnel Services shall ensure, whenever possible, a replacement applicant is selected and scheduled for an interview with the hiring authority.
4. A conditional job offer may be withdrawn:
 - a. due to a failure to complete a job related requirement of the medical examination or psychological evaluation.
 - b. when it is determined that an applicant cannot perform the essential elements of the job with or without reasonable accommodation.
 - c. failure to pass the Background Evaluation.