

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 3.17.1	
<i>Subject</i> Background Investigator Training					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 3.17.1 Background Investigator Training		<i>Review Date</i> July 25, 2023	
				<i>Pages</i> 2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to set forth procedures to be followed by all background investigators.

SECTION 2 POLICY

It is the policy of the Department that all background investigators follow the protocol outlined in this directive when conducting background investigations on police applicants. Any officer who is assigned to the Personnel Selection Unit to regularly conduct background investigations will attend specific training related to the proper background investigation of police applicants.

SECTION 3 PROCEDURES

- A. All background investigators must include the following information in the background report:
1. Applicant's name
 2. Date of Report
 3. Information regarding the applicant's Civil Service Examination, test date, score and ranking
 4. Information regarding the applicant's fitness assessment date and their time on the course
 5. Biographical summary which should indicate the applicant's race/sex, age, DOB, place of birth, current residence, marital status, etc.
 6. Information regarding the preliminary interview such as the date of the preliminary interview and the investigator's initial impressions and the answers the applicant gave on the Applicant Opinion Questionnaire.
 7. Residences as indicated by the applicant the PHS including notations if there are periods of time not accounted for.
 8. Work history regarding a thorough review of the applicant's employment history, including interviews with previous employers, verbal or written communication from the applicant regarding

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Directive</i> 3.17.1	<i>Subject</i> Background Investigator Training
-----------------------------------	---

employment, dates of employment, eligibility for rehire, any abuse of sick leave, their reason for leaving, the name of the person spoken to, and documentation of what the reference said.

9. Regarding prior or current police officers, the investigator must contact the agency where they work or have worked, review their personnel file, if possible; speak to supervisors and coworkers, and document what was said. If the applicant has previously applied at a law enforcement agency, the investigator should try to ascertain why they were rejected. If the applicant is or has been a Texas Peace Officer, the investigator must obtain the applicant's peace officer employment history from TCOLE.
10. Military record including whether the applicant has ever served in the military, branch, rank, dates of service, occupation, type of discharge, any disciplinary actions and any commendations.
11. Educational history including any information obtained regarding the applicant's educational history (i.e., high school, college, vocational, etc.), the name of the college or high school they attended, whether or not they graduated, the number of hours completed if they are, or have been, a college student, any degree earned, and their major area of study.
12. Special qualifications and skills to be considered.
13. Arrests, detentions and litigations including the applicant's criminal history, NCIC/TCIC check, local RMS check, information from the law enforcement agency in the applicant's hometown, and any involvement in civil suits. If there is evidence of criminal history, the investigator must obtain offense reports, arrest reports, supplemental reports, etc.
14. Traffic record including the applicant's driving record, current DL check, violations, dates, the agency who issued the citation/charge, and the disposition of the case.
15. Marital and family history and applicant's biographical summary.
16. Financial history including the applicant's credit history and a current credit report.
17. Associates/Friends including any information obtained from the applicant's personal references, information from the applicant's spouse and documentation of his/her statements. Whenever possible, investigators should check all references "3 deep". (References listed in the PHS; from those references obtain additional name(s) of people who know the applicant but were not listed as a reference. From these secondary references, obtain the name(s) of a third person(s) not listed in the PHS.) Documentation of the names of the people contacted and what they said.
18. Summary and final recommendation should include the investigator's opinion of the applicant's suitability for the position of police officer and facts supporting the investigator's conclusion. Also in this section, the investigator should include any additional information to be considered or discussed by the Panel Interview Board.

B. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.