



## Training Information



### Bartlesville Police Department

615 S Johnstone Ave, Bartlesville, OK 74003

**November 22-23, 2021 8:00am-4:00pm**

### RECRUITING AND APPLICANT BACKGROUND INVESTIGATIONS CLEET # 21-0014

**Register at: Recruiting and Applicant Background Investigations  
or at: [www.on-targetsolutionsgroup.com](http://www.on-targetsolutionsgroup.com)**

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

"This class has been cataloged by the Council on Law Enforcement Education and Training for 16 hours of mandatory continuing education credit. Regarding any law enforcement concepts, practices, methods, techniques, products, or devices as might be taught, promoted, or otherwise espoused in outside schools or seminars, there is no intent, expressed or implied, that listing the course in the CLEET Course Catalog indicates or in any way conveys 'CLEET approval' of such concepts, practices, methods, techniques, products, or devices, unless such approval is explicitly stated by CLEET."

*"Everything was great!. Great Information! (The strongest features was) the instructor. Has experience, Has knowledge. Has personality, Very good."*

**Deputy Chief Reggie Cotton, Muskogee PD**

*"Did an excellent job explaining the subject and had interesting stories to go with the topics. I believe this course will make me a better background investigator and in turn, better my department. Great job making the course fun and interesting."*

**Lt. Tyler Brogdon, Sapulpa PD**

*"Very good instructor. He was able to get the class to interact very well. I was very pleased. The course was very good. Very easy to understand."*

**Dep. Justin Henninger, Paine County SO**

**Fee \$250.00**

(\$225.00 if 3 or more from same agency)

**On-Target Solutions Group, Inc.  
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