



# Training Information

**The Utah Peace Officers Association  
and the  
Sandy City Police Department  
are presenting**



## RECRUITING AND APPLICANT BACKGROUND INVESTIGATIONS

**Location: Utah Peace Officers Standards and Training**

**410 W 9800 S, Sandy, UT 84070**

**December 14-15, 2020 8:00am-4:00pm**

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

**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 and retention
- Assessment of your organization
- What type of employees do you want
- Marketing and selling your organization
- 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

### **What others have from Utah have said:**

*"Very good ideas and relevant information for this day and age. The strongest feature was of what I have available to help me in the recruiting process."*

**Lt. Vaifoa Lealaitafea, Park City PD**

*"All of the information was relevant, thoroughly and clearly presented, and interesting. I came in with no idea how to do a background investigate on, and I left feeling prepared to begin doing them."*

**Det. Jeremy Brown, Centerville PD**

*"Was very knowledgeable. Great at engaging the classroom. I feel very good about this. I am ready to use this information in my next background."*

**Deputy Adam Shelley, Salt Lake County SO**

*"Great information, lots to think about. The forms will assist with future background checks."*

**James White, Weber Area Dispatch 911**



**On-Target Solutions Group, Inc.**

P.O. Box 491 Yorkville, IL 60560

815-545-1609

**Fee \$250.00**

(\$225 if 3 or more from same agency)