



Effective: 11/25/2002
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-17**

BACKGROUND INVESTIGATIONS

SUBJECT: Background Investigations for University Police Department Applicants

PURPOSE: The purpose of the background investigation is to verify the absence of past behavior indicative of unsuitability to perform the duties of a peace officer. And, to establish job-valid and non-discriminatory criteria for all personnel of CSUF University Police which allows the Department to lawfully disqualify persons who do not meet the job requirements or this Department's standards.

POLICY: It shall be the policy of this Department to employ the California Commission on Peace Officer Standards and Training (POST) list of "Job Dimensions", which are used as a professional standard in background investigations. A trained POST certified background investigator will conduct a comprehensive background on every recommended applicant for a position with CSUF University Police Department. [CALEA 32.2.2]

I. Sworn Peace Officers

- A.** The histories of peace officer applicants must be thoroughly investigated to make sure that nothing in their backgrounds is inconsistent with performing peace officer duties. During this phase of the selection process, verification of all qualifying credentials and that the applicant conforms with requirements of POST Regulation 1002 and the California Government Code which, in part, specifies that as a minimum every peace officer shall:
1. Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship [CALEA 32.2.1a];
 2. Be at least 18 years of age;
 3. Be fingerprinted for purposes of search of local, state, national and firearm clearance fingerprint files to disclose any criminal record [CALEA 32.2.1b];
 4. Be a high school graduate, pass the General Education Development test or have attained a two-year or four-year degree from an accredited institution [CALEA 32.2.1a];
 5. Be free of any felony convictions; and
 6. Be of good moral character, as determined by a thorough background investigation.
- B.** Applicant pre-employment background required documentation:
1. Completed personal history statement;
 2. Two notarized releases of liability;

3. Birth certificate [CALEA 32.2.1a];
4. Social Security Card [CALEA 32.2.1a];
5. Driver's License [CALEA 32.2.1a];
6. Proof of Auto Liability Insurance;
7. Name change paperwork;
8. Marriage certificate(s);
9. Divorce decree(s);
10. Documents related to litigation;
11. Credit history (sealed);
12. Bankruptcy records;
13. Proof of selective service registration;
14. Military discharge form DD214;
15. High School Diploma/Proof of GED [CALEA 32.2.1a];
16. School transcripts (sealed) [CALEA 32.2.1a];
17. POST certificates; and [CALEA 32.2.1a]
18. Police Academy Diploma(s). [CALEA 32.2.1a]
19. Completed pre-Investigative Questionnaire.

C. The background investigation will include:

1. Fingerprints processed through DOJ and FBI for any criminal history and verification of firearm clearance. [CALEA 32.2.1b]
2. Driver's license and driving record check. [CALEA 32.2.1a]
3. Contact with all law enforcement agencies where the applicant has listed residency or previous employment for the past **10** years and request a records check. [CALEA 32.2.1b]
4. Contact with basic training academy (where applicable) to determine if any disciplinary problems exist.
5. Contact with employers for the past 10 years, including current employer, to verify employment history and request an employment recommendation.
6. A credit history check.
7. An interview with the applicant's spouse or significant other. [CALEA 32.2.1c]
8. Interviews with two or more residential neighbors and at least 3 personal references. [CALEA 32.2.1c]
9. Pursuit of any relevant information received from steps 1 through 8.

II. Non-sworn Personnel including Dispatchers

A. Applicant pre-employment background required documentation, at a minimum will include:

1. Completed personal history statement;
2. Two notarized releases of liability;
3. Birth certificate [CALEA 32.2.1a];
4. Social Security Card [CALEA 32.2.1a];
5. Driver's License [CALEA 32.2.1a];
6. High School Diploma/Proof of GED; and [CALEA 32.2.1a]
7. POST certificate (if applicable). [CALEA 32.2.1a]

- B. The background investigation will include:
1. Fingerprints processed through DOJ and FBI for any criminal history. [CALEA 32.2.1b]
 2. Driver's license check. [CALEA 32.2.1a,]
 3. Contact local law enforcement agencies where the applicant has listed residency or employment for the past 3 years for a records check. [CALEA 32.2.1b]
 4. Contact with the last employer, including current employer, to verify employment history and request an employment recommendation.
 5. Interviews with three or more personal references. [CALEA 32.2.1c]
 6. Pursuit of any relevant information received from steps 1 through 5 that require a more intense scrutiny to resolve job-relevant issues.
 7. Completed Pre-Investigative Questionnaire.

III. The P.O.S.T. job-related investigation dimensions for peace officers and public safety dispatchers, described in detail in the POST Background Manual, are as follows:

- A. Moral Character includes Integrity; Impulse Control/Attention to Safety; and Substance Abuse and Other Risk-Taking Behavior.
- B. Handling Stress and Adversity includes Stress Tolerance; and Confronting and Overcoming Problems, Obstacles, and Adversity.
- C. Work Habits include Conscientiousness.
- D. Interactions with Others include Interpersonal skills.
- E. Intellectually Based Abilities includes Decision-Making and Judgment; Learning Ability; and Communications Skills.

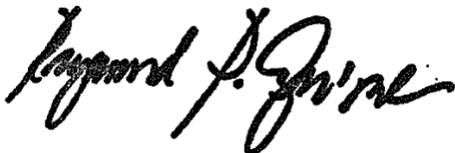
IV. Illegal Use or Possession of Drugs

- A. The following examples of illegal drug use or possession will be considered automatic disqualifiers for Police applicants, with no exceptions:
1. Any adult use or possession of a drug classified as a hallucinogenic within seven years prior to application for employment.
 2. Any adult use or possession of marijuana within one year prior to application for employment.
 3. Any other illegal adult use or possession of a drug not mentioned above (including cocaine) within three years prior to application for employment.
 4. Any illegal adult use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college accredited courses related to the criminal justice field.
 5. Any adult manufacture or cultivation of a drug or illegal substance.

- 6. Failure to divulge to the Police Department during the background investigation any information about personal illegal use or possession of drugs.
 - 7. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
- B. The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:
- 1. Any illegal use or possession of a drug as a juvenile.
 - 2. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above; e.g., marijuana use no longer than one year ago or cocaine use no longer than three years ago.
 - 3. Any illegal or unauthorized use of prescription medications.
- V. Completion of the background investigation
- A. The results of the background investigation must be submitted in writing to the Chief of Police for the purpose of evaluation to determine whether the candidate is suitable.
 - B. The written narrative with the verified public and applicant supplied documents form the background package, which will be retained by the Department as a source of authenticated information on personnel for present and successive administrators. [CALEA 32.2.3]

REVIEWED BY:
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APPROVED:



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