

- A. **PURPOSE.** A Background Investigation is an integral part of the hiring process, controls access to Police Facilities, secures confidential information and ensures applicants meet State mandated requirements. The primary purpose of a Background Investigation is to create a safe, professional and secure police facility by investigating a candidate's suitability for employment or building access.
- B. **GOAL.** To identify the best applicants based upon job-related behavioral characteristics or verify an individual's background for policy facility/information access by:
1. Examining past and present behavior such as, but not limited to, criminal history, police contacts, employment history, education history, driving history, etc.
  2. Disqualifying candidates that do not meet Federal laws, State mandated requirements, City rules and procedures.

C. **GENERAL RULES**

1. The Community Engagement Unit Commander will manage the Background Investigation process.
2. All Background Investigations will be completed by trained personnel assigned to the Community Engagement Unit. Due to the confidential nature of the investigation, all investigative materials will be required to remain within the Community Engagement Unit.
3. Potential employees, internal city transfers, and contractors working within police facilities shall be directed to the Community Engagement Unit for an original Background Questionnaire and instructions. No copies of any questionnaires will be accepted. Applicants shall be advised to bring the required documents with them to the Community Engagement Unit.
4. Community Engagement Unit personnel will provide the appropriate questionnaire and explain the instructions.
5. The Background Questionnaire provides the basis for this investigation. Completion of the questionnaire is mandatory. False, misleading or incomplete information may be grounds for denial of employment or access to Police Facilities.

6. All Background Questionnaires will have a due date and are required to be returned by that time.
7. Applicants are required to produce documents to be copied for all levels of Background Investigations. All investigations will minimally require:
  - a. Birth Certificate
  - b. Current Driver's License
  - c. Social Security Card
  - d. Fingerprints
    - (1) Live Scan Prints will be taken by Records Unit Personnel
    - (2) Training Background Live Scan results received by Dispatch LEIN Operator shall be forwarded to the Records Unit for dissemination to the Community Engagement Unit.
8. Release of Information Waiver and Signature Page shall be signed with an original signature and Notarized.
9. Once submitted, an Administrative Review will be conducted to determine if the applicant meets the basic requirements and is eligible for a full Background Investigation.

#### D. LEVELS OF BACKGROUND INVESTIGATION QUESTIONNAIRES

1. Sworn – Police Officer
2. Non-Sworn – Emergency Communication Operator, ECO Supervisor, Police Intern, Records Unit, Forensics, Internships, Crime Prevention, Police Volunteer, or personnel that are permanently assigned to the Police Department or have access to confidential information or as required upon the discretion of the Chief or designee
3. Building Access – Contract employees, janitorial services, city employees, or others needing access to the Police Department upon the discretion of the Chief or designee.
4. Internal Transfers – Current employees of the City of Grand Rapids requesting transfer to work within Police Facilities
5. Sworn Officer Recall – Recalled Police Officer

6. Youth Police Academy
7. High School Cadet
8. Any other specific Background as directed by the Chief of Police

E. INVESTIGATIVE TIME REQUIRED IS CONTINGENT UPON:

1. Level of Background Investigation
2. Complexity of the Investigation
3. Amount of information required to be verified or located
4. Response time from outside entities
5. Size and scope of the applicant pool
6. Investigators and availability of resources

F. CONFIDENTIALITY AND RECORDS MANAGEMENT

1. Materials and information pertaining to the Background Investigation become the property of the Grand Rapids Police Department and will not be disclosed to the applicant.
2. The Background information will be confidential and kept in a locked, secure facility with extremely limited access.
3. Background Investigations may be released to a third party, only with a signed waiver from the applicant and upon direction of the Community Engagement Unit Commander.

G. SUITABILITY FOR EMPLOYMENT DECISIONS. Upon the recommendation of the Chief of Police or designee, Human Resources and Diversity and Inclusion, the City Manager will make the final hiring decisions.

H. SUITABILITY FOR BUILDING ACCESS. The decision will be made by the Support Services Division Commander or designee.