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## 8.0 BACKGROUND INVESTIGATIONS

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### 8.01 PROCESS ON ENTRY LEVEL APPLICANTS

#### A. Authority

1. The Operations Lieutenant, or their designee, is responsible for conducting background investigations for entry level applicants. The purpose of the background investigation is to examine the personal history behavior patterns and conduct of entry level applicants to determine if patterns exist which would affect:
  - a. The applicant's ability to meet legal requirements set forth by the State of Wyoming P.O.S.T. commission regulations
  - b. The applicant's ability to meet Department guidelines as set by internal rejection criteria
  - c. The public trust
  - d. The applicant's fitness to perform the duties of the position

### 8.02 SCOPE OF INVESTIGATION

#### A. The background investigation may include, but is not limited to the following:

1. An interview with the applicant
2. Criminal history check
3. Personal information
4. An interview with the applicant's spouse
5. An interview with the applicant's relatives, references, and acquaintances
6. Education
7. Residence history
8. Employment experience
9. Military service
10. Financial history
11. Criminal history
12. Motor vehicle operation
13. General information
14. Drug use
15. Optional information
16. Johnson and Roberts results
17. Honesty
18. Investigator's summary
19. Operations Lieutenant's review
20. Polygraph
21. Medical examination
22. Psychological examination

### 8.03 FINAL HIRING DECISION

- #### A. The Chief of Police, or their designee, shall have the final hiring decision and authority to accept or reject an applicant.

**8.04 REPORTING**

- A. The Operations Lieutenant is responsible for ensuring that complete reports of pre-employment background investigations are prepared and submitted in accordance with this policy.

**8.05 COMPLETED BACKGROUND FILES**

- A. Background investigation report files are to be maintained by the Personnel Department. These reports are confidential and are to be inspected or reviewed only by the Chief of Police, Lieutenant, and their designee. The files and reports are not public information.
- B. The files should be maintained as follows.
  1. Successful applicant's files shall be kept by the Town of Jackson Personnel Department according to State Statute and best practice.
    - a. Unsuccessful applicant's files shall be kept by the Town of Jackson Personnel Department for two (2) years then destroyed.
  2. All information discovered during the background investigation shall remain confidential and treated as a personnel matter.