

Annex B: Agency Background Investigation

Checklist

Getting Started

- 1.** Verify all necessary application documents have been submitted
 - a.** Application for employment.
 - b.** Personal History Statement and waivers/releases.
 - c.** Signed and notarized PHS Authorization for Release of Information and any additional waivers as appropriate.
- 2.** Conduct a thorough review of the application and PHS to ensure there are no facially conflicting or false statements.

Credentials Verification and Databases

- 1.** Verification of educational history
- 2.** Verification of military history
- 3.** Verification of employment history
- 4.** Verification of past residences
- 5.** Verification of current/prior licenses and commissions
- 6.** Record Checks
 - a.** Driving Record Checks
 - b.** Criminal History Checks (including checks of all former states of residency)
 - c.** National Crime Information Center (NCIC) and ILETS checks
 - d.** Search of local courthouse records (to be completed following Social Media/Internet Search)
 - e.** Check of NDI and Idaho POST Decertification Database
 - f.** Credit Check

Contacts/Interviews

- 7.** Employment History (including interviewing past employers and supervisors in person to the extent possible)
- 8.** Personal References Interviews
- 9.** Interviews with Neighbors, Acquaintances, Family Members, etc.

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Additional Screening Tools and Follow-up

- 1.** Truth Verification (if part of agency screening, i.e. EyeDetect, Polygraph)
- 2.** Psychological Evaluation (if indicated, or if part of agency screening)
- 3.** Follow-up reviews/interview to address issues generated during the investigation

Summary/Report and Design

- 1.** Overall Summary (including any note-worthy issues of concern—including those that are not automatic disqualifiers)
- 2.** Investigator Interviews
- 3.** Verification of Minimum Requirements
- 4.** Criminal History
- 5.** Employment History
- 6.** Credit History
- 7.** Driving History
- 8.** NDI, POST Decertification Database, and Public Database Query Results
- 9.** Social Media/Internet
- 10.** Truth Verification
- 11.** Personal History Report (PHS) and PHS required documents
- 12.** References/Citations (consider footnoting throughout the Summary and including detailed sources of information in one location as the conclusion of the document)