



HUMAN RESOURCES POLICIES AND PROCEDURES

Area:	Basic Policies and Appointment	Number: 2060
Subject:	Background Investigations for Certified Officers	Issued:
Applies To:	Department of Public Safety	Revised: 10/2010
Sources:		Page(s): 1 of 2

I. Purpose

Within the process of hiring certified officers in the Department of Public Safety, all applicants meeting the minimum qualifications of the respective advertised position will be subject to specific outlined background investigations.

II. Policy

A. These investigations for the Department of Public Safety will include (but not limited to) the following:

First stage in the selection process:

1. Verification of at least three (3) references given on the application and at least one secondary reference, that being a reference given by a reference;
2. Verification by either certified copies of certificates or investigation of all applicable certifications and credentials.

Second stage of the selection process or semi-finalists round:

1. An oral interview
Once an applicant successfully completes the oral interview, he/she will continue with the following:
2. Medical examination
3. Criminal history check
4. A computerized Voice Stress Analysis (CVSA) test
5. A drug screen evaluation
6. A psychological evaluation
7. Driver's history check. A maximum of seven (7) points against the license is allowed at the time of the investigation

B. The following will cause disqualification if found in the candidate's background investigation:

1. Any felony conviction or First Offender status from a felony charge

2. Any conviction of a misdemeanor of a high and aggravated nature
3. Any conviction of a misdemeanor involving moral turpitude
4. Any conviction of more than three (3) moving traffic violations in the previous three (3) year period
5. Any conviction of DUI, reckless driving, or leaving the scene of an accident, within the previous five (5) years
6. Any driver's license suspension as referenced in the following GA. Codes: 40-5-52; 40-5-54; 40-5-55; 40-5-56; 40-5-57; and 40-5-75
7. Present active investigation of applicant by Federal, State, and/or Local authorities, or POST Council
8. Any Dishonorable, General, or Discharge other than Honorable from any branch of the Armed Forces, or
9. Any medical condition that would prevent the applicant from performing the required job duties.