


New Berlin Police Department Directives Manual		Directive Title: Background Investigations and Medical Exams			
Issue Date: 01/22/15	Effective Date: 03/29/19	Next Review Date: 03/01/22	Total Pages: Page 1 of 3	Directive Number: 3201	WILEAG Standards: 3.2.3, 3.2.5, 3.2.6

Purpose

The purpose of this directive is to establish guidelines for conducting background investigations on employment candidates for the New Berlin Police Department and other departments within the City of New Berlin.

Policy

It is the policy of the New Berlin Police Department to hire qualified personnel. In order to accomplish this goal, the department will conduct thorough background investigations on employment candidates.


Confidentiality

The New Berlin Police Department considers personal, medical, and financial information of current and prospective employees as strictly confidential. This information shall be discussed exclusively within the background investigator’s chain of command for the purpose of hiring and official business.

Background Investigation Guidelines

New Berlin Police Officer Candidates: Investigation Division personnel will conduct background investigations on New Berlin Police Department employment candidates. When directed by the Chief of Police, the Investigation Division Commander will assign the character background to an investigator.


1. **Character Background:** The character background is authorized by the Chief of Police and consists of a thorough background check. During the character background investigation, investigators shall not ask the candidate or their references questions about the candidate’s medical history.
 - a. **Personnel Evaluation Profile (PEP):** The PEP is a pre-employment screening tool and should not be used as the sole basis for making a hiring decision. The survey should only be administered by authorized personnel (Investigation Division Commander or designee).
 - b. **Authorization for Release of Information:** The candidate will complete the “Authorization for Release of Information” form which allows the New Berlin Police Department to access information from the following sources:
 - i. Municipal, State, or Federal law enforcement agencies.
 - ii. Selective Service System.
 - iii. Any financial institution.
 - iv. Any previous employer.
 - v. Present employer.
 - vi. Any school, college, university, or other educational institution.
 - c. **Authorization and Request for Release of Credit Information:** The candidate completes the “Authorization and Request for Release of Credit Information” form which allows the New Berlin Police Department to access credit information from credit rating bureaus or institutions maintaining individual credit rating files.

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- d. **Fingerprints:** Employment candidates shall be fingerprinted as a “WI Miscellaneous Applicant.” “Law Enforcement Applicant” will then be selected under the “Wisconsin Fingerprint Reason Code.” The fingerprint record shall be submitted to the Federal Bureau of Investigation. The investigator will retrieve the fingerprint record from the following site within 30 days: <https://recordcheck.doj.wi.gov/>.
- e. **Personal Information and Protected Data Questionnaire:** The investigator shall supply the candidate with the questionnaire and the “Required Documents” form during their initial meeting. The candidate will be instructed to complete and return the questionnaire to the investigator along with the required documents. The candidate shall sign the “Signature Page” and obtain notarization from a Police Records Clerk. The candidate shall be advised that any findings of untruthfulness or deception may be cause for rejection or dismissal if appointed.
- f. The investigator should research the following sources as they pertain to the candidate:
 - i. Department of Motor Vehicle records.
 - ii. Crime Information Bureau Records.
 - iii. Wisconsin Circuit Court Access Program, Clear, and any other public information sites.
 - iv. Local law enforcement agencies.
 - v. Current and previous employers.
 - vi. Educational institutions, campus housing, campus security.
 - vii. Military records.
 - viii. Family members.
 - ix. Personal/professional references.
 - x. Landlords.
 - xi. Current and previous neighbors.
 - xii. Social networking sites in accordance with current statutory requirements.
 - xiii. Any other relevant sources.
- g. **Candidate Interview:** Once the candidate returns the “Personal Information” questionnaire and the required documents, the investigator shall review the questionnaire and interview the candidate. All discrepancies shall be discussed with the candidate.
- h. **Documentation:** Upon completion of the character background, the investigator will document his/her findings in a report. The report will be routed to the Chief through the investigator’s chain of command.

Auxiliary Officer Candidates: Community Services Division personnel will conduct background investigations on New Berlin Police Department Auxiliary Officer candidates. When directed by the Chief of Police, the Community Services Division Commander will assign the background investigation to a Community Services Officer. The Community Services Officer conducting the character and medical background shall follow the same instructions as detailed under Section 1, under Background Investigation Guidelines, for police department candidates. The Community Services Officer may consult with an Investigation Supervisor during the background investigation.

Police Department Support Personnel: A background investigation will be conducted on all New Berlin Police Department support personnel. Investigation Division personnel will work with the New Berlin Human Resources Department when conducting the background.

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Medical/Psychological Testing

Once the Chief of Police offers the candidate a “conditional offer of employment”, the candidate will undergo a medical examination by a licensed physician of the department’s choice. The purpose of this exam will be to determine the candidate’s fitness for duty. The department will pay the cost of the examination.

The candidate will also undergo a job-related psychological examination by a licensed professional of the department’s choice. The department will pay the cost of the examination.

By Order of: 
 Jeffrey Hingiss Chief of Police