



# Background Investigation

## DATES

Spring 2023: February 13<sup>th</sup> -16<sup>th</sup>

## DATES & TIME

Mon-Thurs 8-5

**\*Full attendance and participation are required to receive POST/STC certificate of completion.**

## COST

Fall \$39.00 Agency Sponsored, \$64.50 Non-Agency Sponsored (\*California resident only)

Fees are subject to change.

## CERTIFICATIONS

POST Plan IV Course Control #2980-30340 STC #0220-002999

## COURSE LOCATION:

Oxford Suites Sonoma County – Rohnert Park  
67 Golf Course Dr West  
Rohnert Park, CA 95405

## HOTEL INFORMATION

For special reservations and special room rate at Oxford Suites – Sonoma County follow the link below:

<http://bookings.ihotelier.com/bookings.jsp?groupID=3800402&hotelID=106575>

OR

To make reservations (via phone) call the hotel directly at 707-584-0333 and reference Law Enforcement Training.

## COURSE DESCRIPTION

The student will have knowledge of: the responsibilities in the pre-employment background investigation process; how to conduct pre-employment interviews and evaluate suitability for employment; how to document a thorough background investigation.

## Topics Include:

- Personal History Statement
- Interview Techniques
- Law and Regulations
- Background Invest. Process
- Discrepancy Interviews
- Investigative Techniques
- Polygraph and Stress Analysis
- Indicators of Deception
- Preliminary Processing Steps
- Psychological Testing
- Documentation and Evaluation
- Information Sources
- A.D.A. Issues
- Background Dimensions
- Required Areas of Inquiry
- POST Compliance Inspections

**Non-Discrimination Statement:** The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities – including but not limited to academic admissions, financial aid, education services and athletics – and application for District employment



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Public Safety Training Center  
5743 Skylane Boulevard, Windsor, CA 95492  
Phone 707.836.2906 Fax 707.836.2948  
Website: PSTC.Santarosa.edu

## **RESERVATIONS**

Email your request to Nikki Soto at [nsoto@santarosa.edu](mailto:nsoto@santarosa.edu) or call 707.836.2907

## **COLLEGE APPLICATION**

Please go to [Santa Rosa Junior College's homepage](#). Click **Apply Now**. Next, click on **New or Returning Students Information** option. Scroll down and click on the **CCCApply/Begin Application for Admission!** If you have not created an account in the last year, you will need to click **Create a New Account** otherwise, enter your Username and Password to **Sign In**. Once your account has been created, return to the log in page and enter your Username and Password to log in. Then, click **Start a New Application**. Then, **Start Application**. Choose the appropriate **Term Applying For**. For **Educational Goal** select **Maintain Certificate or License**. For **Major Category** select **Public Safety**. For **Intended Major/Program of Study**, select **Advanced Officer Training (CERT)**. Please be sure to click **Submit Application** before logging out of your CCC Apply account.

## **PAYMENT**

**\*Santa Rosa Junior College NO LONGER ACCEPTS CASH PAYMENTS so please plan accordingly\***

Payment can be made on day one by **DEBIT OR CREDIT CARD**. For all agency personnel, Santa Rosa Junior College will invoice for payment **after** course.

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