

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Background Investigation		CHAPTER/SECTION NO.: 22.8	
EFFECTIVE DATE:		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>SHERIFF</b>	
STANDARD NUMBER: 32.2.1			

## 22.8 Policy

- 22.8.1 All candidates, prior to being hired, will be subjected to a thorough background investigation.
- 22.8.2 The Professional Standards Section Commander will, upon receipt of a list of eligible candidates from the Human Resource Department, conduct or oversee background investigations.
- 22.8.3 A report on each individual completed background investigation shall be filed with the Professional Standards Section Commander.
  - A. The Professional Standards Section Commander will maintain custody of such reports in a safe and secure place.
- 22.8.4 As necessary, the Professional Standards Section Commander may, through the Operations Bureau Commander, request additional personnel to assist in the background investigations.
- 22.8.5 Verification
  - A. All applicants being processed through a background investigation will have the qualifying credentials verified by the background investigators. These qualifying credentials may include:
    - 1. Birth certificate or proof of United

- States Citizenship.
  2. Social security card.
  3. Diploma certifying high school graduation or GED equivalent.
  4. Utah Driver's License or applicant's agreement to obtain same within two weeks of hire.
  5. Criminal history check through NCIC/BCI and fingerprint checks on state and national level.
  6. Personal financial credit check.
  7. Interviews with at least three personal references.
  8. Interviews with past/present employers.
  9. Interviews with applicant's spouse, if applicable.
  10. Interviews with anyone who may have knowledge of the applicant's background, history, demeanor, etc.
  11. Psychological report.
- B. All peace officer candidates must obtain certification as a law enforcement officer through the Utah State Training Commission P.O.S.T.