

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Thomas Robinson /s/		
General Order No: E-250-04	Issued: June 8, 2004	Revised: July 2 <sup>nd</sup> , 2019
General Order Title: <b>BACKGROUND INVESTIGATIONS</b>		

### I. POLICY

The Reno Police Department desires to maintain an efficient, competent and diverse workforce by selecting qualified and capable applicants, in accordance with Civil Service Rules, through a non-discriminatory background and selection process.

### II. APPLICABILITY

**A. Pre-Employment Examinations** – Are conducted by the Civil Service Commission. If so requested, the Chief of Police will designate staff to assist the Civil Service Commission in the preparation and administration of an examination. This responsibility may include, but is not limited to:

- a) Conducting a job analysis;
- b) Preparing examination announcements;
- c) Screening applicants;
- d) Reviewing and/or preparing testing materials;
- e) Preparing standardized oral interview rating sheets and questionnaires;
- f) Maintaining a secure file of prepared testing materials administered by the Training Division;
- g) Providing input to the Civil Service Examiner on the preparation of useful, valid tests that have minimal adverse impact; and
- h) Administering written, oral, and practical examinations as directed by the Civil Service Examiner.

**B. Background Investigations** – Are conducted on all applicants whether sworn, civilian or volunteer. The purpose of the background investigation is to examine the personal history, behavior patterns and conduct of applicants in order to determine if issues exist that would effect: The applicant's fitness to perform duties of the position; public trust; the confidentiality of sensitive information; or the applicant's ability to meet legal requirements mandated by Nevada POST regulations.

### III. PROCEDURES

Background investigations will be conducted in compliance with Nevada Administrative Code,

the Nevada P.O.S.T. Background Investigations Guide, and any criteria established by the Chief of Police.

Information for the background investigation may be taken from, but may not be limited to, the City of Reno employment application and the Reno Police Department Personal History Statement. The background investigation may include, but is not limited to, the following:

- a) Employment history;
- b) Driving history, including accidents;
- c) Criminal history checks;
- d) Military history;
- e) A minimum of three personal references;
- f) Use of drugs/narcotics;
- g) Credit check;
- h) Residence check;
- i) Rental history;
- j) Neighborhood checks;
- k) Check of present or former spouse, to include finances, roommates, etc.
- l) Review of the applicant's social media presence

**A. Background Investigator Responsibilities** – Background Investigators are responsible for conducting an investigation into an applicant's background, coordinating an applicant's attendance at different examinations and evaluations, preparing a report detailing their investigation and submitting the report to the Chief/designee for a hiring decision. To conduct a background investigation, the Background Investigator is responsible for the following:

- 1. Background Interviews** – Interview the applicant about their history and to determine whether there are any disparities or differences between information on the applicant's Personal History Statement and the employment application.
- 2. Medical Examination** – If the position requires a medical examination and the applicant has received a conditional offer of hire, the background investigator will coordinate the applicant's attendance at a medical examination, which is done to determine the applicant's medical fitness to perform the duties of the position.
- 3. Psychological Evaluation** – Applicants for specified positions who have received conditional offers of hire will be required to undergo and pass psychological evaluations. The psychological evaluation will determine the applicant's psychological fitness to perform the duties of the position sought.
- 4. Confidentiality** – Ensure that the entire investigation is maintained confidential and only reviewed by the Chief/designee for hiring decisions.

**B. Polygrapher's Responsibilities** – Applicants for salaried positions are required to take and pass a polygraph test. The polygraph examination will verify that all of the information provided to the background investigator was truthful and accurate and that there was no deliberate attempt to falsify any of the information requested of the applicant prior to employment. The polygrapher will ensure that the following is done:

- 1. Polygraph Examination** – Only areas of an applicant's background which are demonstratively related to employment in law enforcement, and as approved by the Chief/designee, will be covered during the polygraph examination. Care will be exercised to ensure that all applicants are interviewed with equal focus on the same specific areas of their backgrounds. The format and matters covered during the interview will be consistent

with the "Personnel Screening Worksheet."

2. **Limitations on Questions** – The polygrapher will ensure that questions concerning a federally protected status, activity and/or information, relate solely to criminal or wrongful acts, or matters in those areas that possess a potential for blackmail or other pressure on the applicant.
3. **Follow-up Examination** – Should the examination indicate ambiguous or questionable results, and if the applicant has not been otherwise disqualified from further consideration, the applicant will be subjected to further examination in an effort to resolve the ambiguities.
4. **Confidentiality** – Except as it relates to involvement in prosecutable criminal acts, only the Chief/designee will be advised as to the information obtained from the applicant or the outcome of the applicant's examination. Such reports shall be verbal only, and will not be discussed with any individual who will directly supervise the applicant should he/she be hired.

**C. Background Lieutenant Responsibilities** – The Background Lieutenant is responsible for ensuring that background investigation reports are prepared and submitted to the Chief/designee for hiring decisions. The Background Lieutenant is responsible for the confidentiality of background investigation files. Background investigation files will be securely maintained in accordance with records retention schedules.