	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 12.5 Background Investigations	
	ISSUED: May 25, 2011	EFFECTIVE: May 25, 2011
	AMENDS: October 11, 2021	RESCINDS
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		<i>Authority: Chief Robert J. Lucchesi</i>

Background Investigations


POLICY

The New Paltz Police Department requires that a standardized background investigation of each employee is conducted.

PROCEDURE

1. An informational package consisting of written instructions and a checklist of tasks that must be accomplished is provided to each officer who conducts background investigations. This package will include, but not be limited to records on the applicants:
 - a. Family
 - b. Education
 - c. Residences
 - d. Work Record
 - e. Organizations and Affiliations
 - f. References
 - g. Social Contacts
 - h. Credit Record
 - i. DMV Record
 - j. Military History
 - k. County records such as liens and judgments
 - l. Fingerprint - Criminal History Record check


2. Once an applicant is assigned to a background investigator, the applicant will meet with the investigator at the New Paltz Police Department. During this first meeting, the investigator will provide the applicant with the following material:
 - a. **APPLICANT PRE-REQUISITE CHECKLIST.** This checklist will list the required paperwork the applicant will be required to provide to the investigator at their second meeting.
 - b. **RELEASE OF INFORMATION WAIVER** that must be signed and notarized allowing the department to legally obtain information on the applicant.
 - c. **POLYGRAPH EXAMINATION WAIVER** that must be signed allowing the department to conduct a polygraph exam on the applicant. This is for all full time and part time police officer candidates
 - d. **PERSONAL HISTORY STATEMENT** that must be completed and returned to the investigator at their second meeting.

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- i. The applicant will be provided a **CONDITIONAL OFFER OF EMPLOYMENT** prior to completing the medical portion of the Personal History statement, the polygraph, and psychological examinations.

3. At the second meeting between the applicant and the investigator, all required paperwork from B1-4 will be collected and thoroughly reviewed with the applicant for completeness and accuracy. Additionally:
 - a. All applicants for employment by the New Paltz Police Department must complete electronic fingerprint submission to the Division of Criminal Justice Services for a New York State and National criminal history check. The applicant is responsible for all fees associated with the fingerprint submission.
 - b. All full time and part time police officer applicants will be administered the department's **STANDARDIZED WRITTEN PSYCHOLOGICAL EXAMINATION**. The applicant will be required to pay for a portion of the psychological examination fee as indicated on the Pre-Requisite Applicant Check List
 - c. All full time and part time police officer applicants will be administered the departments **STANDARDIZED POLYGRAPH EXAMINATION**. The applicant will be required to pay for a portion of the polygraph examination fee as indicated in the Pre-Requisite Applicant Check List
 - d. **REVIEW OF SOCIAL MEDIA SITES**. Due to the potential for accessing unsubstantiated, private, or protected information, the background investigator should not require candidates to provide passwords or account information.
 - e. The applicant will be advised that they will be contacted by the background investigator once all aspects of the examination are complete.

4. The background investigator is responsible for collecting and collating all the required paperwork and examination results and place them in the applicant background investigation folder. This folder will be assigned an internal detective division case number. The investigator will focus on the applicant's Personal History Statement to conduct most of the investigation. All letters and inquires sent out based on this statement and the responses received will be kept and filed within the folder. This folder will be guided by the department's **BACKGROUND INVESTIGATION CHECKLIST** that will appear in all applicants' folders. This checklist will assist the investigator in making sure all appropriate documents and information is collected.
 - a. There is no maximum number of times the investigator can meet with the applicant. The investigator will hold as many interviews as necessary to complete a thorough investigation. These may be scheduled with the applicant at any location or can be unannounced interviews/meetings at the applicant's place of residence or other locations.

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- b. “Developed references”, persons whose names have been obtained from references listed by the applicant, are an invaluable part of the background investigation process. Investigators should ask each reference to supply the names of other friends of the applicant. Close attention should be paid to the findings revealed through interviews with developed references. The character and attitudes of the developed references are also valuable clues about the applicant if the association has been close. The investigator should be alert during these discussions to any reference to erratic behavior, emotional instability, or other personality defect that, if verified, would make the applicant an undesirable candidate.
- c. Pursuant to 9 NYCRR §6000.10(a), the background investigator will conduct a search of the Central State Registry of Police and Peace Officer (Registry) and the National Decertification Index (NDI).
 - i. In order to conduct a search of the Registry, an agency must provide the candidate(s) full name, date of birth and last four digits of their social security number to the following email [REDACTED]
 - ii. The following web link provides information on police and peace officer decertification; including an excel document updated monthly containing decertification data as reported to DCJS by [REDACTED]
 1. The data contained on the spreadsheet is reported to the NDI. For access to the NDI, please submit your request by utilizing the following link: [REDACTED]
- d. Once the applicant has been fully processed and their background investigation completed, the investigator will make a recommendation to the Chief of Police on whether the applicant is an acceptable candidate.
- e. If approved by the Chief of Police, the applicant will be brought before the Police Commission and Town Board for approval and hiring. The applicant will be sworn in as a police officer by the Town of New Paltz Clerk.