DEPARTMENT GENERAL ORDER 07-48

OFFICE of the CHIEF OF POLICE   DATE: February 9, 2007
REPLACES: SOP 502.01.00

BACKGROUND INVESTIGATIONS

I. <u>PURPOSE</u>.

As the defender of public safety, it is imperative that the police department not only hire employees whose character is above reproach, but to ensure that those individuals who wish to conduct business in the city do not pose a latent threat to the public. To accomplish this goal, the following text provides guidelines in relation to the performance of background investigations.

II. <u>GENERAL INFORMATION</u>.

The Criminal Investigations Division shall be responsible for conducting background investigations on all prospective department employees, and applicants for business, liquor, and solicitor's licenses. In addition, a background investigation may be conducted on other city of Clayton employees in those instances involving questions of criminal conduct, violations of city policy, or for other legitimate reasons

The scope of each investigation will be determined by the nature of the position or license for which the individual applied, or the circumstances surrounding such a request.

    A. Applicant Investigation

        CID will conduct a background check in accordance with the provisions of the directive governing the Applicant Selection Process. The results will be documented and forwarded to the bureau commander and Chief of Police for their review.

B. License Application

At the request of the Finance Department, CID will routinely conduct background investigations of license applicants. These checks will include a review of individual criminal history's that the applicants were instructed to obtain through St. Louis County PD. The results of such checks (a yes or no indication only) will then be entered onto the appropriate form and forwarded, via the Chief of Police, to the city's Director of Finance.

III. <u>TRAINING</u>.

Background investigations will be performed by trained investigators only.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld
CALEA Reference: 32.2.1/32.2.2