



Institute for  
**LAW ENFORCEMENT  
ADMINISTRATION**



**THE CENTER FOR AMERICAN  
AND INTERNATIONAL LAW**



# Background Investigation and Oral Interview Procedures

2023  
June 7-9

Hosted by Southlake Police Department  
Southlake, Texas

**REGISTER NOW**  
[cailaw.org/ilea](http://cailaw.org/ilea)

## EVENT HIGHLIGHTS

- » Importance of conducting comprehensive background investigations
- » Steps involved in conducting background investigation
- » Legal issues for conducting a background investigation and hiring
- » Ability to evaluate personal history statements
- » Interviewing considerations for conducting background investigation
- » Verification checks used when conducting a comprehensive background investigation



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TCOLE CREDIT  
WILL BE AVAILABLE



**CAILAW.ORG/ILEA**  
**1.972.244.3400**

## COURSE OVERVIEW

This course will help recruiters, background investigators, hiring managers, supervisors, and administrators to understand and navigate background investigation and oral interview procedures. This important process is aimed at hiring the “best qualified” applicants in an effort to avoid bad practices that may cost your agency money and hardship. Learn what a model hiring process looks like; how to properly conduct background investigations; who should conduct background investigations; and steps for a successful oral interview process. Successful graduates of this course will receive 21 hours of Texas Commission on Law Enforcement (TCOLE) credit.

### TOPICS

- Importance of conducting comprehensive background investigations
- Steps involved in conducting a comprehensive background investigation
- Legal issues for conducting a comprehensive background investigation and hiring
- Interviewing considerations for conducting a comprehensive background investigation
- Verification checks used when conducting a comprehensive background investigation
- Ability to evaluate personal history statements

### WHO SHOULD ATTEND

Sworn and non-sworn managers responsible for hiring, all supervisors (first, mid and senior level).

### FACULTY

**Kevin M. Diehl**

Sergeant

Southlake Police Dept.

### TUITION | LOCATION | TIMES

#### TUITION

\$ 450 ILEA Member | \$ 500 ILEA Non-member (Includes all instruction and materials)

#### LOCATION | TIMES

Southlake Police Department

100 E. Dove Rd.

Southlake, TX 76092

DAILY 8:30 AM TO 4:30 PM

\*See event page for a list of surrounding area hotels.

*The Institute for Law Enforcement Administration's mission is to improve the quality of justice by developing law enforcement leaders and practitioners through premier professional education and technical support.*

## REGISTRATION FORM

### Background Investigation and Oral Interview Procedures

June 7-9, 2023 • Southlake, Texas

Registration includes all instruction and handouts. Lodging and meals are excluded.

#### Check applicable box:

ILEA Member	\$450
Non-Member	\$500

#### REGISTRATION ROSTER

Your name & contact information will be included on the Registration Roster, unless you indicate otherwise below.

Include only my name & employer/company's name on the roster.  
Do not include my name & contact information on the roster.

Name/Rank \_\_\_\_\_

Agency/Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

#### RACE / ETHNICITY

To assist CAIL in its commitment to inclusivity, diversity and non-discrimination, we invite you to provide the following (optional) information:

Hispanic/Latino	White	Black/African American
Native Hawaiian/Other Pac Island	American Indian/AlaskaNative	
Asian	Two or More Races	Decline to Specify

#### PAYMENT INFORMATION

Check enclosed payable to: The Center for American and International Law

Purchase Order attached# \_\_\_\_\_

Invoice my agency: Attention: \_\_\_\_\_

Credit Card: All credit card payments should be made online through the event page or through [www.cailaw.org/payment](http://www.cailaw.org/payment).

## GENERAL INFORMATION

**CANCELLATION POLICY:** Tuition, less a \$50 handling charge for each registration, will be refunded upon **WRITTEN CANCELLATION** received not later than five (5) working days prior to the program. Email [lgaspar@cailaw.org](mailto:lgaspar@cailaw.org). After this date, no refunds, but substitution of attendees for this program will be permitted. Registrants not entitled to a refund will receive the course materials online.

**NONDISCRIMINATION POLICY:** The Center for American and International Law does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status in educational activities, scholarship programs or admissions.

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**ELIGIBILITY POLICY:** The Institute for Law Enforcement Administration provides professional education and technical support to the law enforcement community. A registrant in an ILEA program must be a sworn officer; a civilian employee of a law enforcement department; or an employee of a municipal, county or state agency. Anyone interested in attending an ILEA program who does not meet the above standard requirements will need to request advance approval. Such requests will be considered on a case-by-case basis.

**PHOTO/AUDIO/VIDEO RELEASE:** Registration for or attendance at this event acknowledges consent to be recorded or photographed. We reserve the right to use any photograph/video taken at our events, without the expressed written permission of those included within the photograph/video. We may use the photograph/video in publications or other media material produced, used or contracted including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, annual reports, newsletters, etc. To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

## WAYS TO REGISTER

#### ONLINE

credit card only  
[www.cailaw.org](http://www.cailaw.org)

#### MAIL

check only

The Center for American  
and International Law  
5201 Democracy Dr.  
Plano, Texas 75024

#### EMAIL

Lisa Gaspar: [lgaspar@cailaw.org](mailto:lgaspar@cailaw.org)  
ILEA: [ilea@cailaw.org](mailto:ilea@cailaw.org)

#### PHONE

credit card only  
1.972.244.3404  
ILEA: 1.972.244.3430  
8:30am-5:00pm Central



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