



Institute for
**LAW ENFORCEMENT
ADMINISTRATION**



**THE CENTER FOR AMERICAN
AND INTERNATIONAL LAW**



Background Investigation & Oral Interview Procedures

2024
June 19-21

Hosted by Southlake Police Department
Southlake, Texas

REGISTER NOW
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EVENT HIGHLIGHTS

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



ILEA is an Institute of

**THE CENTER FOR AMERICAN
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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

\$ 500 ILEA Member | \$ 550 ILEA Non-member (Includes all instruction and materials)

LOCATION | TIMES

Southlake Police Department Training Facility

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 19-21, 2024 • Southlake, Texas

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

Check applicable box:

ILEA Member	\$500
Non-Member	\$550

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.

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. 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.

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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

MAIL

check only

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

EMAIL

Lisa Gaspar: lgaspar@cailaw.org
ILEA: ilea@cailaw.org

PHONE

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



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