

# CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

## CRIMINAL JUSTICE STANDARDS DIVISION

Telephone: 919-661-5980

Form F-8  
Rev. 1/11/13

### MANDATED BACKGROUND INVESTIGATION FORM



It is the determination of the Commission that the information in this document is necessary in order to fully and adequately evaluate applicants for law enforcement and criminal justice certification. This investigation is required to ascertain whether the applicant meets the minimum standards for certification

**NOTE:** This form is designed for use of the investigator conducting the background investigation only. This document is **NEVER** to be used as an application or in any way filled out by the applicant.

**Applicant Name:**

First

Middle

Last

**Address:**

**Phone Number: Home:**

**Work:**

**Date of Birth:**

**Race/Sex/Age:**

**Height:**

**Weight:**

**Position:**

**Investigator:** \_\_\_\_\_

**Date of Report:** \_\_\_\_\_

**NORTH CAROLINA  
CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION**

**BACKGROUND INVESTIGATION**

**Instructions:** Legibly fill out this form **completely** and **accurately**. If you need extra space, add additional pages and identify the information by item number.

**NOTE: All statements must be verified and certified copies made available of all criminal charges and driving violations. All attachments to this form are mandatory additions.**

1. Obtain from applicant a signed and dated authorization and release form to obtain information and an authorization to release military records.
2. Following is a list of required documents to be collected during this investigation:
  - Commission Form F-3, Personal History Statement, completed and notarized
  - Computerized Criminal History (CCH) through NCIC check
  - Administrative Office of the Courts computerized record search (AOC)
  - Certified true copies of warrants for arrest, criminal summonses or any other criminal charges with dispositions as well as any and all traffic offenses
  - Driver's History check (in and out-of-state if applicable)  
(Ask to see Driver's License)
  - Submission of Applicant Fingerprint Cards (2 cards per set)
  - Copy of Birth Certificate and/or Certificate of Naturalization
  - Copy of High School Diploma or certified copy of transcript, GED Equivalency, and College Transcript if applicable
  - Military discharge papers if applicable
  - Copy of Social Security card
  - Credit Report
  - Photograph

## INTERVIEW WITH APPLICANT

Conduct a personal interview with applicant to review the completed Commission Form F-3, Personal History Statement; to discuss any discrepancies; and, to obtain from the applicant the required documentation from listing on page 3.

**\*See Attachment I** - Questions contained in Attachment I (APPLICANT INTERVIEW QUESTIONS) shall be used during interview.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

## CRIMINAL OFFENSE RECORD

**\*\*\*Be sure to include certified true copies of any findings\*\*\***

1. Conduct a Criminal History Check (CCH) utilizing computerized histories from SBI/DCI system to obtain any criminal records from State, local, and national files.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

2. Conduct a search, through the Administrative Office of the Courts (AOC) computerized files or through personal contact with individual Clerks of Court, to obtain local charges and dispositions. Be sure to include in the search any counties where applicant resided, attended school, worked, or served in the military. **Again, be sure to obtain certified true copies of all warrants for arrest, criminal summonses, and dispositions.**

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

3. Obtain two applicant fingerprint cards, properly completed, to be mailed to SBI for processing on the State and national levels.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

4. Obtain a computerized driver's history check, being sure to conduct an out-of-state check if applicable.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

5. Conduct a check of any military disciplinary actions or offenses which may have occurred while applicant was in the armed forces, and be sure to document such offenses.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

## CREDIT REPORT

Obtain a credit check through the local credit bureau and determine the applicant's suitability for financial responsibility.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

**PERSONAL AND FAMILY INFORMATION**

**\*See Attachment II** - Questions in Attachment II (QUESTIONS FOR SPOUSE/FAMILY MEMBERS) shall be used for family members.

1. Name and occupation of spouse, if applicable.
2. Names, ages and addresses of all dependents.

Date Completed: \_\_\_\_\_  
Summary of Findings:

Investigator's Initials: \_\_\_\_\_



**EMPLOYMENT**

**\*See Attachment III** - Questions in Attachment III  
(EMPLOYMENT HISTORY CHECK) shall be completed.

1. Verify employment history and obtain contact numbers. Be aware of any unaccountable gaps of time and obtain explanation of such gaps in employment from applicant.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

2. Use **Attachment III** (EMPLOYMENT HISTORY CHECK) to conduct an employment history check for each employment, past and present.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

**REFERENCES**

**\*See Attachment IV** - Questions in Attachment IV (QUESTIONS FOR REFERENCES) shall be utilized.

1. Using the attached "Questions for References," interview all references supplied by applicant and any references developed by investigator.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_

Summary of Findings:

2. Check Military references, if applicable.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

3. As a suggestion, contact neighbors, landlords, school friends, and any Basic Law Enforcement Training Instructors and/or School Directors, if applicable.

Date Completed: \_\_\_\_\_ Investigator's Initials: \_\_\_\_\_  
Summary of Findings:

Please include Investigator's comments regarding this applicant's suitability to be a criminal justice officer and note any additional observations that warrant reporting, such as: appearance; attitude; interest in criminal justice; conduct during interview; and, any other pertinent information.

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Print Investigator's Name

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Signature of Investigator

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Date Completed

**Applicant Name:**

**Investigator Name:**

**Date:**

**Attachment I**

**APPLICANT INTERVIEW QUESTIONS**

1. Are you a U. S. Citizen? If not, naturalization papers required.
  
2. Are you at least 20 years of age?
  
3. Do you have a high school diploma or GED?  
(Name of school and date received.)
  
4. Have you attended any other educational or learning institutions?  
Names and dates:
  
5. Did you obtain an Associate, Bachelor, Masters or Doctorate Degree from any of these institutions?
  
6. What was the field of study that your degree was obtained in?
  
7. Do you have a valid drivers license?  
(What state and operator number?)
  
8. In what other states have you been licensed to operate a vehicle in the past?  
[License number(s) and State(s)]
  
9. Has your drivers license ever been suspended or revoked?  
If so, when and why?

10. Have you ever been arrested for DWI? or DUI?

11. How many tickets have you received in your driving career?

12. Starting with the most recent ticket, give the year, location, violation and disposition. This should include any tickets that were dismissed or given prayer for judgment in court.

13. What are your personal strengths?

14. What are your personal weaknesses?

15. What do you consider to be good traits for a police officer?

16. Which of these traits do you consider yourself to have?

17. Why do you want to become an officer?

18. Have you ever applied for employment with this department in the past?

When?

19. Are you applying or have you applied to other law enforcement agencies?

If so, who and when?

20. Have you applied before with any Federal, State, or Local enforcement agency?

21. Have you ever been denied employment by a criminal justice agency?

Who, when, and why?

22. Do you know any law enforcement, corrections, or other criminal justice officers?

Who and what department?

23. Do you have any relatives employed by this agency?

24. How do you feel about making a career in this field?

25. How did you learn about our department?



26. What are some of your hobbies?

27. How do you spend your free time?

28. Do you speak a foreign language and to what proficiency?

29. Who have you been previously employed by and when?

30. Have you ever been terminated or asked to resign from any employment?

31. Have you committed an illegal act in the last five years, and if so, what?

32. Describe any criminal involvement that you may have had in the past.
33. Have you been involved in any acts of moral turpitude that would raise questions or impair your performance of this job?
34. Have you committed an illegal act since turning the age of 16? This is to include taking pen/pencils from an employer; taking change from a drawer at work for a drink; money out of a cash register; items for a scavenger hunt; shoplifting to any degree.
35. Have you ever been arrested, detained, or charged with a crime, even if the charges against you have been dismissed?
36. How many times have you stood by and observed someone else take part in criminal activity?
37. Have you ever been issued a citation for a crime; i.e., public consumption, assault, trespass, etc?

38. Have you ever been issued a criminal summons to appear in court?

39. Describe any involvement or instance when you have been sued in civil or any other court.

40. Have you ever been convicted of a crime?

41. Have you ever been convicted of any type of crime arising from Domestic Violence?

42. Have you ever had any type of Domestic Violence Restraining Order issued against you?

43. Have you ever been arrested or convicted for a felony?

44. Have you ever been involved in any incident or conduct which might expose you to blackmail?

45. Have you ever sued anyone in civil court?

46. Do you have any outstanding civil judgments against you?

47. Do you have relatives who have criminal convictions? For what?

48. Are you presently using any type of illegal drugs?

49. Explain your knowledge or involvement regarding illegal drugs.

50. Have you ever possessed or sold any amount of illegal drugs? When?

Have you ever used any of the following drugs?

- |  |   |
|--|---|
| <input type="checkbox"/> Marijuana           | <input type="checkbox"/> LSD (Lysergic Acid Diethylamide) |
| <input type="checkbox"/> Powder Cocaine      | <input type="checkbox"/> Steroids                         |
| <input type="checkbox"/> Crack Cocaine       | <input type="checkbox"/> Mushrooms (Hallucinogens)        |
| <input type="checkbox"/> PCP (Phencyclidine) | <input type="checkbox"/> Opiates (Morphine & Codeine)     |
| <input type="checkbox"/> Amphetamines        |   |

51. Have you ever tasted or sniffed any of these drugs?

52. Within the past year, have you been in the presence of anyone possessing drugs illegally? Explain.
  
53. Describe any social functions that you may have attended that illegal drugs were present.
  
54. When was the last time you were in the presence of these drugs?
  
55. Have you ever exchanged or traded even a marijuana cigarette for a beer, sandwich, drink or other material item?
  
56. How often do you consume alcohol?
  
57. Estimate the number of times that you may have operated a vehicle after consuming an alcoholic beverage?
  
58. Have you ever used prescription drugs other than under the supervision of or as prescribed by a physician?
  
59. Are you now or have you ever been a member of any group that practices discrimination against any race, sex, religion, or that advocated the overthrow of the government?
  
60. Are you able and willing to work rotating shifts?

61. Are you able and willing to wear a uniform?

62. Are you able and willing to meet this department's grooming standards?

63. Do you object to carrying a firearm?

64. On occasion you may be required to travel out of town for additional training. Would you be able and willing?

65. Would you have any reservation in regard to working an assignment with someone of the opposite sex?

66. Explain your feelings toward the use of deadly force.

67. Are you willing to use deadly force, if necessary, to protect your life and that of another?

68. Have you ever used a weapon against anyone or caused injury to another person?

69. Are you able and willing to render emergency aid to trauma victims?

70. Are you able and willing to identify dead persons or witness autopsies?

71. How do you feel about enforcing a law with which you do not agree?

72. Would you have a problem arresting a friend?

73. Are you able and willing to perform the essential job functions of the position for which you have applied?  
Note: You may be required to demonstrate the ability to accomplish the essential job functions by performing various tasks.

74. With proper training and supervision, do you believe that you can perform ALL of the essential job functions of a criminal justice officer, unassisted and without delay?

75. Are you an honest person?

76. Are you reliable?

77. Do you file your State and Federal income taxes on time?  
Have you ever failed to file your taxes on time?

78. Are you able to manage your personal finances?

79. Explain your ability to honor your debts.

80. Explain the status of any delinquent accounts.

81. Have you ever filed for bankruptcy?

Year, amount, court in which filed, and indicate whether Chapter 7, 11, or 13.

82. Have you ever had a vehicle or any other object repossessed?

83. Do you own or rent your current residence?

84. What county do you live in?

85. Do you pay personal property tax to that county?

86. Are you good at communicating with all kinds of people?



87. Are you able to control your anger when insulted or threatened?

88. Why should this department hire you?

89. Explain your personal work ethic:

90. Are you able to function normally when placed under temporary or prolonged stress?

91. What experience have you had with stressful situations?  
How did you resolve these?

92. Describe your ability to work under pressure.

93. Describe any past experience you may have had as a member of a team.

94. Describe any accomplishments that you believe you are solely responsible for.

95. What accomplishments in your life are you most proud of?

96. Give an example of an event in your life that demonstrates your integrity.

97. What are your goals in life?

98. Do you consider yourself to be honest and reliable?

99. How do other people perceive you?

100. What does this department have to offer you?

101. Where do you see yourself, career-wise, in five years?  
Ten years?

102. Have you ever been disciplined, asked to resign, been terminated, or released due to any criminal or personal misconduct?

103. Why do you feel you are qualified for this position?

104. If applicable, do you understand that if you are accepted for this position, you will have to conform to any residency requirements?

105. What is your motivation for seeking a career in law enforcement or criminal justice?

106. What could change your mind in pursuing this career?

**Applicant Name:**

**Investigator Name:**

**Date:**

**MILITARY SERVICE**

1. Have you ever been a member of the armed services?
  
  
  
  
  
  
  
  
  
  
2. If yes, when?
  
  
  
  
  
  
  
  
  
  
3. Was your last discharge honorable? Date of separation?
  
  
  
  
  
  
  
  
  
  
4. Are you eligible to re-enlist?
  
  
  
  
  
  
  
  
  
  
5. Explain any negative entries that may have been placed into your personnel file even though they may have been removed.
  
  
  
  
  
  
  
  
  
  
6. Were you disciplined to any degree: Court Martialed, Reprimanded (including Article 15), etc.

7. Last rank obtained?

8. Were you ever stationed outside the United States?

9. Describe any arrests or convictions under UCMJ?

10. Were you ever questioned or charged in regard to any criminal activity while a member of the armed services?  
Even if the charge was dismissed or not prosecuted?

**Applicant Name:**

**Family Member Name:**

**Relationship to Applicant:**

**Contact Number:**

**Investigator Name:**

**Date:**

**Attachment II**

**QUESTIONS FOR SPOUSE/FAMILY MEMBERS**

1. Are you familiar with the hours the applicant will be required to work if accepted?

2. What are your feelings toward the danger involved in police duty?

3. How does the applicant handle pressure situations?

4. Is the applicant a good financial manager?

5. Describe the applicant's level of responsibility.

6. Describe the applicant's ability to make decisions.

7. What are the applicant's strengths and weaknesses?



**Applicant Name:**

**Attachment III**

**EMPLOYMENT HISTORY CHECK**

(Fill out one form for each place of employment of applicant)

Applicant's Name:

Name of Business:

Address:

Phone Number:

**QUESTIONS**

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Job Title:

Duties and responsibilities:

Rate the work performance:

Do you consider the applicant to be honest and reliable?       Yes     No      Explain:

What type of temperament does the applicant have?

How does the applicant handle himself/herself under pressure?

Has the applicant ever been involved in any employment disruption?

How does the applicant deal with problems?

Is the applicant able to accept:

Discipline?  Yes  No Explain:

Orders?  Yes  No Explain:

Responsibility?  Yes  No Explain:

Was the applicant frequently:

Absent?  Yes  No Explain:

Late?  Yes  No Explain:

Has applicant ever been disciplined, asked to resign, terminated or released due to any criminal or personal misconduct?  Yes  No Explain:

What was the applicant's attitude toward supervisors, coworkers, and the public?

What was the applicant's general appearance while working?

Was the applicant involved in any accidents while employed?

Do you have any knowledge of any behavior, activities, or association which tends to show this person is not reliable or honest or trustworthy, and of good conduct and character?

No  Yes Explain:

Would you consider rehiring applicant?  Yes  No

Reasons for leaving this employment:

Reasons given for leaving prior employments:

What prior places of employment did applicant list when they applied with your organization?

Was this applicant willing to do more than their share of the work?

What was the quality of work performed?

Would you recommend the applicant for this position?  Yes  No; Explain:

**Information provided by:**

**Job Title:**

**Contact Number:**

Additional comments:

Date: \_\_\_\_\_

Investigator: \_\_\_\_\_

**Applicant Name:**

**Reference Name:**

**Type of Reference**

**Contact Number:**

**Investigator Name:**

**Date:**

**Attachment IV**

**QUESTIONS FOR REFERENCES**

1. How long have you known the applicant?
  
2. What relationship have you had with applicant?
  
3. What is the nature of your association with applicant?
  
4. What type of attitude or personality does this individual have?
  
5. Is the applicant reliable, honest and dependable?
  
6. Is this individual courteous in contacts with others, including attitudes towards different races, religions, and nationalities?



16. How does the applicant feel toward law enforcement or criminal justice officers?
  
  
  
  
  
  
  
  
  
  
17. To your knowledge, has the individual ever been arrested or charged with a criminal offense, or received a traffic citation?
  
  
  
  
  
  
  
  
  
  
18. Do you believe the applicant can perform this type of work? (Read essential job functions)
  
  
  
  
  
  
  
  
  
  
19. Would you recommend the applicant for the position?
  
  
  
  
  
  
  
  
  
  
20. Do you know of any other person who may know or could tell me more about the applicant?
  
  
  
  
  
  
  
  
  
  
21. What do you feel are this applicant's strengths and weaknesses?
  
  
  
  
  
  
  
  
  
  
22. Are there any additional comments you would like to make about this individual?



**Attachment V**

**INEXPERIENCED LAW ENFORCEMENT OFFICER**  
**ESSENTIAL JOB FUNCTIONS**

INSTRUCTIONS: The following are the “essential job functions” that are common to all inexperienced law enforcement officers in North Carolina, as determined by the N.C. Criminal Justice Education and Training Standards Commission and the Sheriff’s Education and Training Standards Commission. The successful applicant must be able to perform **ALL** of the essential job functions of an inexperienced law enforcement officer, generally unassisted and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

**Inexperienced Law Enforcement Officer Essential Job Functions (cont'd.)**

8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

**INEXPERIENCED DETENTION OFFICER**  
**ESSENTIAL JOB FUNCTIONS**

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling.
3. Exercise independent judgement in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
4. Operate a law enforcement vehicle for long periods of time during both the day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently with other officers and inmates using existing communication systems.
6. Gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers and exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
7. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and, using body force to gain entrance.
8. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.
9. Conduct visual and audio surveillance for extended periods of time.
10. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure.
11. Effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes.

**Inexperienced Detention Officer Essential Job Functions (cont'd.)**

12. Demonstrate communication skills in court and other formal settings.
13. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.
14. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
15. Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.
16. Transport and escort prisoners, detainees, and committed mental patients using handcuffs and other appropriate restraints.
17. Put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.
18. Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
19. Process and release inmates to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
20. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
21. Break up fights and affrays.
22. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.
23. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.
24. Inspect unclothed inmates including body cavities, with exposure to body fluids, wastes and possible encounter with deceased persons.