

**Procedure
10.11**

**EFFECTIVE
DATE
9-1-00**

**Eugene
Police Department**



Background Investigations

1011.1 PURPOSE AND SCOPE

Proper background investigations of people (both employees and volunteers) who may have access to police facilities or records is important to ensure that we meet our obligation to protect the confidentiality of information we possess and the security of our facility. This policy outlines procedures for background investigations of persons with various levels of access along with disqualification criteria. If there is a question as to whether a person should receive clearance, the final decision will be made by the appropriate division manager based on input s/he receives. The examples given in the policy are not intended to be a complete list of persons who may require a particular level of clearance. Although certain factors are listed as disqualifying, failure to receive clearance can be based on a number of factors discovered during the background investigation which affect the potential for the person to perform his/her job in a manner that does not compromise department confidentiality and security, not all of which may be enumerated in this policy.

PART I - Responsibilities and Procedures for All Personnel

- A. Level 1 clearance
- B. Level 2 clearance
- C. Level 3 clearance
- D. Level 4 clearance
- E. AIRS access
- F. Driving record

10.11.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL

- A. Level 1 clearance
 - 1. This level is designed for individuals with no independent access to the department---a person who would always be accompanied by a department employee. Example: individuals observing some aspect of police operations. If the ride-along or observation is initiated by a department employee (e.g., friend, relative), the approving supervisor will ensure that this background check is done.
 - 2. Investigation: Computer checks of AIRS, CCH, and DMV records.
 - 3. Disqualification criteria:

- Current suspect or defendant in a criminal case
- Several serious traffic and/or significant misdemeanor convictions within the past 5 years
- Any felony conviction when the person has been released from incarceration or court supervision within the past 5 years (older convictions may be disqualifying, depending on the nature of the offense and the nature of the person's requested access)

B. Level 2 clearance

1. This level applies to individuals with limited independent access to the department or department information and who may have the door combination code. Examples include the city courier, contractors or vendors with access, police car washer and police cadets.
2. Investigation: Same as Level 1, with the addition of:
 - completion of medium-level background questionnaire
 - limited check of cohabitants, references, and others
3. Disqualification:
 - felony conviction at any time (generally)
 - current suspect or defendant in a criminal case
 - false information on application or background information form
 - indicators of poor judgement (e.g., multiple convictions for misdemeanor or city ordinance violations, habitual traffic offender)
 - significant association with anyone who would be disqualified

C. Level 3 clearance

1. This level applies to individuals with a significant level of access to police department facilities or records. Examples include employees of other city departments assigned to work inside the police department or who have access to computerized personnel or criminal justice records, volunteers, work study participants, and HRRS personnel with access to police employee personnel records. (Note: A specialized application/background packet is used for volunteers.)
2. Investigation: Same as Level 2, with the addition of:
 - More extensive check of cohabitants, references, and others

- Credit check (at discretion of HRRS Recruitment and Selection Manager)

3. Disqualification: Same as Level 2

D. Level 4 clearance

1. This level applies to all police department employees, Municipal Court employees, and firefighter/paramedics.
2. Investigation: Same as Level 3, with the addition of:
 - completion of more extensive background questionnaire for sworn police personnel, firefighter/paramedics, and 911 Center employees
 - credit check (optional for Municipal Court employees)
 - extensive check of cohabitants, references, and others

3. Disqualification:

- any felony conviction
- current suspect or defendant in a criminal case
- false information on application or background information form
- significant convictions (relative to offense or number of convictions) for misdemeanors or municipal code violations
- adverse traffic record (e.g., major traffic offense convictions, extensive traffic record, habitual offender)
- indicators of poor judgement
- significant association with anyone who would be disqualified
- certain civil actions, if they reflect adversely on the person's potential to perform the job (e.g., evictions, restraining orders, lawsuits)

E. AIRS access

Any person whose responsibilities would require AIRS access must complete at least a Level 2 background check.

F. Driving record

Any person whose responsibilities might require them to operate a city vehicle must meet the requirements set forth in the APPM.