

IDAHO STATE POLICE PROCEDURE

03.09 PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

I. General

- A. The pre-employment background investigation is not the sole criterion for Idaho State Police (ISP) employment. This procedure does not preclude managers from making additional inquiries to ensure that applicants meet all requirements of the open position.

II. Applicability

- A. All applicants offered permanent or temporary employment with the ISP are subject to a complete pre-employment background investigation including:
 - 1. a polygraph examination;
 - 2. a fingerprint-based criminal history records check;
 - 3. a credit check;
 - 4. an employment check;
 - 5. a personal reference check;
 - 6. a drug screen;
 - 7. an education check; and
 - 8. a driver's license check.
- B. All applicants offered permanent or temporary employment by ISP and assigned to work as a Regional Communications Officer (RCO) are additionally subject to a hearing test; all RCOs:
 - 1. must maintain hearing standards as set forth by the National Emergency Number Association ([NENA](#)) [document 54-002](#);
 - 2. are subject to hearing testing at anytime.
- C. Any current ISP employee who applies for a transfer or is offered a new position or promotion within ISP may be required to submit to a complete background investigation if not previously conducted.
- D. Any person previously employed by ISP and rehired must submit to a limited pre-employment background investigation and possible polygraph examination. This requirement may be waived at the discretion of the Director.

III. Exceptions

- A. Peace Officer Standards and Training (POST) Academy contract instructors must comply with background investigation requirements as established by the POST Council and POST Administrator to ensure integrity and competence.
- B. Applicants for the following positions must complete a [EH 03 09-03 Personal History Statement](#) and submit to a limited background investigation as noted:

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1. contract janitorial and contract maintenance employees –employment, and fingerprint-based criminal history checks;
 2. interns, volunteer workers other than ISP Chaplain candidates and short-term temporary employees contracted through employment services – polygraph and fingerprint-based criminal history check; and
 3. Chaplains –employment, polygraph, and fingerprint-based criminal history checks.
- C. Persons in the following categories are required to complete the [EHF 03-09-01 Application for Unescorted Access to Restricted Areas Criminal History Verification](#):
1. food service and other contract service providers – fingerprint-based criminal history checks;
 2. non-ISP personnel requiring occasional unescorted access to restricted areas – fingerprint-based criminal history record check.
- D. Any exception requires written authorization from the Director retained in the background file.

IV. Pre-Employment Background Report

- A. A Headquarters (HQ) Captain administers all ISP pre-employment background investigations and occasional background investigations for other state agencies.
1. background investigations completed on ISP applicants may be assigned to Detectives, Investigative Aides, Training Specialists, or Troopers;
 2. the Human Resource (HR) Office and the HQ Captain provide internal coordination of the background investigation in accordance with ISP procedure [03.04 Hiring](#); and
 3. other programs assist as necessary.
- B. A case number is drawn from the case management system for each investigation with only the following information:
1. the name of the agency requesting the background investigation; and
 2. personal data such as name, date of birth, social security number, and physical description.
- C. All interviews conducted during the investigation must be:
1. personal interviews unless prior approval is obtained from the Investigations Lieutenant or the HQ Captain;
 2. assigned to a Detective, Investigative Aide, or Trooper
- D. All pre-employment reports are written on the [EH 03 09-04 Pre-Employment Background Investigation Report](#), but are not stored in the case management system.
- E. Data gathered during the investigation must be legibly handwritten or typed in the [EH 03 09-05 Pre-Employment Background Investigation Workbook](#).

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- F. Only factual references and statements made during the interviews are used to develop and prepare the final background report. No personal opinions of the investigator may be included.
- G. The completed background must contain all forms, questionnaires, exhibits, notes, and polygraph attachments.

V. Director Authorization

- A. The Director's written authorization is required for an employee to begin job duties prior to completion of the background investigation.
- B. A fingerprint-based criminal history check must be conducted before any waiver is granted.

VI. Pre-Employment Screening

- A. The ISP will not hire anyone who:
 - 1. has any felony conviction;
 - 2. has any misdemeanor conviction within 5 years of the application date;
 - 3. has been decertified as a peace officer in any state or jurisdiction;
 - 4. has been given any of the following Military Discharges:
 - a. Bad Conduct Discharge (BCD),
 - b. Dishonorable Discharge (DD),
 - c. or Administrative Discharge of other than Honorable (OTH);
 - 5. has ever been fired from a job, with just cause, for any of the following reasons:
 - a. theft of company property;
 - b. misuse of company or department finances;
 - c. falsification of time reporting or other official documents;
 - d. sick leave abuse (use of sick leave in violation of applicable laws, rules and procedures;
 - e. drug or alcohol use that negatively affected job performance; or
 - f. committing any form of illegal harassment.
- B. Exceptions to any of the above are granted only by written approval from the Director, retained in the HR Office.
- C. Conviction for the purposes of ISP employment means that the person has pled guilty or has been found guilty, notwithstanding the form of the judgment or withheld judgment.

VII. Controlled Substance Use or Alcohol Abuse

- A. Pre-employment screening for controlled substance use and/or alcohol abuse is conducted as part of the background check and polygraph required prior to employment with the ISP.

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- B. ISP does not consider for employment, nor accept as a volunteer, any person who has:
 - 1. used or possessed within the 5 year period immediately preceding application for ISP employment: LSD, PCP, heroin, methamphetamine, cocaine, or designer drugs (e.g. ecstasy, synthetic cathinones, their chemical derivatives and synthetic equivalents, etc.); if use was prior to 5 years preceding application for employment, the following factors will be considered:
 - 1) the frequency of the behavior;
 - 2) the quantity of drugs involved; and
 - 3) the type of drug;
 - 2. used or possessed within the 3 year period immediately preceding application for ISP employment: marijuana, inhalants (huffing), anabolic steroids, hallucinogens (psilocybin mushrooms), or synthetic cannabinoids (e.g. spice, K2, etc.);
 - 3. on any occasion illegally manufactured or delivered a controlled substance;
 - 4. used any illegal drug while employed in any law enforcement or prosecutorial agency;
 - 5. been found guilty by a court or jury of driving under the influence of intoxicants within the 5 year period immediately preceding application for ISP employment; or
 - 6. abused prescription drugs (case by case analysis).
- C. Other involvement with illegal drugs may be a disqualifier.
- D. The Director makes all final hiring decisions.

VIII. File Retention

- A. Case files and polygraph reports for ISP pre-employment background investigations are sent to ISP Headquarters and retained in HR.
- B. All other pre-employment background investigations are sent to the requesting agency after information from the background report is entered and saved on a disk.
 - 1. The disk is put into an envelope, sealed with evidence tape and retained in the case file along with the polygraph report and polygraph waiver.
 - 2. When a polygraph examination is conducted on the same background investigation, the same case number is used.
- C. The retention of background investigation files on both prospective ISP personnel and outside agency personnel is in accordance with ISP procedure [02.07 Records Management](#).