

# SAMPLE REPORT

## SUMMARY OF FINDINGS CHICAGO POLICE CANDIDATE BACKGROUND INVESTIGATION

**Candidate's Name:**

**Address:**

**Home Telephone #:**

**Cell #:**

**Email Address:**

**Date of Birth:**

**Social Security #: xxx-xx-1234**

**Exam #:**

**Rank #:**

**J #:**

### **PERSONAL INTERVIEW:**

State where and when the interview took place. The interview should be conducted at the candidate's residence. Give a detailed description of the residence both inside and out. State that the candidate received instructions to review his /her Personal History Questionnaire (PHQ), make any necessary additions or deletions, and then have the candidate sign the PHQ.

**The report should include but not be limited to:**

### **PERSONAL DATA:**

- Candidate's full birth name, along with any other names used by the candidate, the date of birth, and the place of birth.
- Parents' names and birth dates, including the mother's maiden name.
- Family history: whether the candidate's parents are still alive; if so, state the status of the parent's marriage; if divorced state whether either parent has remarried; if remarried, list the new spouse's name and date of birth
- Current address of candidate's parents
- Document other family members such as brother(s), sister(s), half/step brother(s) and half/step sister(s) with dates of birth
- Candidate's current marital status: if married, include name of spouse, maiden name (if applicable) and date of birth.
- Include names and ages of all children, including step-children.
- If the candidate is divorced, list all prior marriages.
- Interview prior spouse(s), ex-girlfriends/boyfriends, significant others.
- List visitation rights and child support agreements, whether mutually agreed upon or court ordered.
- Conduct criminal background checks of candidate's immediate family, spouse, significant other, etc.
- Document candidate's visits to incarcerated persons.
- If the candidate is a naturalized citizen, document it and include a copy of their certificate of naturalization. Include information regarding when the candidate first came to the United States. Attempt to obtain a copy of a birth certificate from their country of origin.

### **RESIDENCE:**

- List all prior residences: include address with city and state and length of time candidate lived there. Verify time line.
- List the name(s) and birth date(s) of individual(s) currently residing with the candidate. Conduct criminal background check on each and every person residing with the candidate.

- Conduct neighborhood canvas on each candidate. A minimum of three neighbors will be interviewed. If the candidate has recently moved, a canvas will also be conducted in the candidate's prior neighborhood.

**PERSONAL REFERENCES:**

- References will be contacted in person. No less than three personal references will be contacted.
- Include all comments made regarding candidate both positive and negative.
- Criminal background check will be conducted on each reference.

**EDUCATION:**

- List all colleges and universities, number of hours completed and any degree(s) awarded.
- List any professional licenses and date awarded.
- Document whether the candidate has any disciplinary history with any licensing agency.
- List any language fluencies other than English.

**MILITARY HISTORY:**

- If candidate has been in the military, document the branch, dates of service, last rank attained, type of discharge, separation code and reentry code with description.
- Document any disciplinary actions.
- If male, verify that he has complied with the legal obligation to register and cite his Selective Service registration number.

**DRIVING HISTORY:**

- Document the candidate's driver's license number with expiration date status. Cite all restrictions and/or endorsements. List whether there have been any suspensions/revocations and detail the cause for the action.
- Document any DUI arrests in Illinois or any other state.
- Document any and all vehicles owned by the candidate including current state license plates, with expiration date(s) and current vehicle sticker(s).
- Document vehicle insurance information identifying the company issuing the policy, dates of coverage, and policy number.

**FOID:**

- Document the candidate's possession of a State of Illinois FOID card with the number and expiration date.
- Document any identified guns owned by the candidate and determine if local registration is required and whether candidate has complied with the requirements.

**CRIMINAL HISTORY:**

- Determine whether the candidate has a criminal history: local, state, and federal.
- Investigators will use fingerprint information
- If the candidate has been arrested, provide a synopsis of the events surrounding the incident: include available police reports and/or court documents. Obtain an explanation of the incident from the candidate. Interview the arresting officer, witnesses and complainant.
- Candidates arrest history will be listed in the following format:
  - Arresting Agency
  - Date of Arrest
  - Report #
  - Charge
  - IR#
  - CB#
  - SID#
  - FBI#
  - Court Date

- Disposition
- Document candidate's drug history, including usage, possession, sale, manufacture, and/or distribution.
- Investigate any affiliation with street gangs or subversive groups or organizations. List any admitted or subsequently verifiable street gang affiliation or membership in a subversive group or organization.
- Document any incidents of domestic violence or orders of protection involving the candidate.
- Document any convictions including expunged records.

**TERRORIST WATCH SEARCH:**

Determine whether the candidate has ties to terrorist groups or activities, including but not limited to checking the following sources:

- OFAC Specially Designated Nationals and Blocked Persons List
- OFAC Sanctioned Countries, Including Major Cities and Ports
- Department of State Trade Control (DTC) Debarred Parties
- U.S. Bureau of Industry & Security
  - Unverified Entities List
  - Denied Entities List
  - Denied Persons List
- Interpol Most Wanted List
- Bank Of England Sanctions List
- OSFI – Canadian Sanctions List
- European Union Terrorism List
- World Bank Ineligible Firms
- Palestinian Legislative Council List
- Office of Thrift Supervision, Terrorist Watch List

**TATTOOS:**

- Identify any tattoos, designs and the parts of the anatomy on which they are located. Question the significance of all tattoos.

**EMPLOYMENT HISTORY:**

- Contact all employers identified within the prior five (5) years in person. Identify to whom you spoke regarding this candidate and include any disciplinary or complimentary history and identify if the candidate has resigned, been laid off, resigned in lieu of termination or been terminated.
- Identify and explain any gaps in employment.
- For candidates with law enforcement experience, interview their supervisor and also the person in charge of internal investigations.

**JUDGMENTS & FINANCES:**

- Identify any real property the candidate owns.
- State the candidate's annual income
- List the candidate's monthly housing expenditures; whether rent or mortgage, and to whom that money is remitted.
- Identify student loans, auto loans, alimony payments, child support payments and personal loans and their current status.
- Document bankruptcies, liens, lawsuits, judgments and negative accounts.

**OUTSIDE AGENCY APPLICATIONS:**

- Document any other law enforcement agencies with which the candidate has filed an application.
- Verify the status of the candidate's application and the reason if the candidate was denied employment.