

## **Background Investigations Processes**

**The background investigation phase of processing for the Police Recruit Class consists of the polygraph examination, drug screening and a comprehensive background investigation on each candidate's criminal history, employment, education, credit, military history, references, etc.**

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### **I. What to Expect at the Polygraph Exam**

1. Upon candidate's arrival, the Polygraph Examiner will begin introductions. The Examiner will thoroughly discuss /review the contents of the Candidate Processing Form (that candidate completed and mailed back to Personnel) to ensure all information is correct.
  2. The Examiner and candidate will discuss and complete a Pre-Polygraph Interview Form. At the completion of each page, both the Examiner and the candidate will initial the page to verify its accuracy.
  3. The Examiner will begin the oral interview. The interview will consist of the Examiner reviewing the nine (9) polygraph exam questions with the candidate.
  4. The Examiner will give the candidate a release form for his or her signature. The form will indicate that the candidate gives the City permission to administer the polygraph exam.
  5. The Examiner will then attach the candidate to the polygraph instrument.
  6. Upon the completion of the exam, the candidate will be instructed to go to UPMC Mercy OccuNet for the urinalysis drug test and hair sample drug test.
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### **II. What to Expect at the Drug Test**

1. The candidate will report to UPMC Mercy OccuNet as directed by the Polygraph Examiner.
2. Upon arrival at OccuNet, the candidate will sign in and be directed to the appropriate clinician who will have the candidate complete an official Chain of Custody Form for the urinalysis drug test. The purpose of this form is to accurately identify and track the candidate's sample through each phase of its processing.
3. The candidate will be directed to a restroom with a specimen jar to produce the required urine sample.
4. The clinician will next explain the process for the hair sample drug test. The clinician will first look for a half inch of hair on the candidate's head and cut the needed hair sample. If the candidate does not have enough hair on his or her head, the clinician will proceed

to look for body hair (underarm, chest, leg) in order to secure the hair sample. Please note that UPMC Mercy OccuNet will not use pubic hair.

5. If the clinician cannot locate the required amount of hair on the candidate, the candidate will be informed that this equates to a positive drug test and the candidate will hear from the City's Personnel Department.
6. The drug testing phase is complete and the candidate is free to leave once he or she has provided the hair sample, or it has been determined that the candidate does not have adequate hair.
7. The candidate will only be contacted by Personnel with the results of the drug testing if the result is positive. Candidates whose results are positive will be disqualified and will have the right to appeal to the Civil Service Commission for a public hearing to challenge that result.

### **III. What to Expect About the Background Investigation**

1. The candidate's case is assigned to an Investigator from the Office of Municipal Investigations (OMI) who will proceed to conduct the required background investigation. The Investigator will research and gather the required information regarding the candidate's criminal history, employment, education, credit, military history, references, etc.
2. This process will take approximately six (6) weeks. The candidate will not receive any correspondences during this six week period.
3. The Investigator will compile all of the background investigation information into an official background investigation folder and OMI will produce an Executive Summary Form.