



# Conducting Background Investigations

CWL – 0203 FDLE-1151

40 hours

March 10 – 14, 2025

Monday - Friday 0800 - 1700

**Deadline for Registration: February 10, 2025**



2990 College Drive  
St. Augustine, FL 32084  
Building J

This course presents a thorough description of the background investigation process used in hiring both sworn and civilian personnel in a criminal justice agency. The course is designed as an overview of conducting applicant backgrounds for the officer, investigator, or non-sworn personnel with limited experience in this area. Students must pass a written end of course exam with a score of 80% or better.

**Cost:** No cost to officers in Region V

**Class Limit:** 25 students

**Dress Code:** Business Casual - No flip flops, shorts, jeans, tank tops, or t-shirts unless specified

**Please Direct Questions To:**

**Jo-Ann Beal**

Assistant

**Phone:** 904-808-7491

**Email:** JoAnnBeal@sjrstate.edu

**Brian Harrington**

Coordinator

**Phone:** 904-808-7421

**Email:** BrianHarrington@sjrstate.edu

**Please Type or Print Clearly:**

**Officer's Name:** \_\_\_\_\_

*(FULL NAME AS IT APPEARS IN ATMS)*

**DOB:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Last 4 digits of SSN:** \_\_\_\_\_

**Officer's Email:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Agency's Phone #:** \_\_\_\_\_

**The section below must be completed by the agency's authorized training personnel:**

**Sworn LEO:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Sworn Corrections:** \_\_\_\_\_

**Civilian Employee:** \_\_\_\_\_

**Printed Authorization Name:** \_\_\_\_\_

**Salary Incentive:** \_\_\_\_\_

**Mandatory Retaining:** \_\_\_\_\_ **Authorizing Person's Email:** \_\_\_\_\_

