



## Office of the Director The University of Texas System Police Policies and Procedures Manual



TITLE: <b>POLICE PERSONNEL BACKGROUND INVESTIGATION</b>		
POLICY NUMBER: <b>B-4</b>	EFFECTIVE DATE: <b>09/01/04</b>	RESCINDS / AMENDS: <b>II-74-9</b>
RELATED LAWS: <b>Texas Occupations Code 1701.151 (2)</b> <b>Texas Administrative Code Sec. 217.1</b>		RELATED STANDARD (S) / RULE (S): <b>TCLE Rule 217.1 (a)(10)</b>

**I. PURPOSE:**

To establish a uniform method of conducting background investigations on prospective police applicants and to comply with the Texas Occupations Code, the Texas Administrative Code, and the rules of the Texas Commission on Law Enforcement (TCLE).

**II.** In order to comply with Section 217.1 (a)(10), Texas Administrative Code and the Texas Commission on Law Enforcement Rules, a personal history background investigation must be conducted for each applicant to be appointed as a law enforcement officer. The purpose of the investigation is to determine if the applicant meets the qualifications necessary to become a peace officer for The University of Texas System.

**III.** The procedures found in the attached Applicant Selection Booklet will be followed when conducting a background investigation. All nine phases of the selection process must be completed before an applicant will be accepted to attend the police academy.

**IV.** The areas to be covered in the background investigation should include, but not be limited to, the following:

- A. Education
- B. Employment
- C. Health
- D. Police record
- E. Character and reputation
- F. Credit rating

**V.** The individual conducting the background investigation will scrutinize all information contained in the Personal History Statement and report all information that is found not to be true and correct.

- VI.** Unless specifically approved by the Director of Police the completed background investigation must be received by the Office of the Director of Police not less than 21 calendar days before the beginning of the basic training school for which the applicant is being considered.
  
- VII.** The University of Texas System Police, Police Applicant Selection Booklet is attached. The completed background investigation folder on applicants shall be submitted in the following format:
  - A. Synopsis of Background Information on Applicant
  - B. Personal History Statement
  - C. Interview Board Results
  - D. Results of Tests
  - E. Background Investigation Evidence Organizer
    - 1. Brief Summary of Contents
    - 2. Copies of all documents
  - F. Polygraph Questionnaire

Roy R. Baldrige

Roy R. Baldrige  
Director of Police

REVIEWED BY OFFICE OF GENERAL COUNSEL:

Robert Giddings

APPROVED:

Lewis W. Wright

Lewis W. Wright  
Associate Vice Chancellor for Business Affairs