

# Background Investigation

**Date:** October 12, 2010

**Location:** **St. Paul Police Department Headquarters**  
4<sup>th</sup> Floor Classroom  
367 Grove Street  
Saint Paul, MN 55101

**Time:** 0800-1600

**Instructor:** Sergeant Dan Malmgren, SPPD

**Post:** 7 Credits

**Cost:** \$125.00

The Saint Paul Police Department Professional Development Institute will be sponsoring a one-day Background Investigator's course. This course will focus on the practical aspect of conducting an investigation as a part of a pre-employment screening process for all governmental employees. Topics to be covered include collecting pre-employment information, analyzing and focusing your investigation, legal issues, identify elements that disqualify candidates and writing an investigative report.

The instructor will also cover the process from time a decision has been made to ask for applications to the end of probationary period and how this is important for your investigation. The content is directed toward law enforcement but can easily be adapted to other government employment.

To register, go to the website: <http://www.ci.stpaul.mn.us/forms.asp?fid=41> and fill out registration form. If you have any questions, please call the Saint Paul Police Department Training Unit at (651) 266-5555 or email: [pdi@ci.stpaul.mn.us](mailto:pdi@ci.stpaul.mn.us)