

# CALIFORNIA HIGHWAY PATROL



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## APPLICANT INVESTIGATION MANUAL HPM 10.1







DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

APPLICANT INVESTIGATION MANUAL

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## FOREWORD

The applicant investigation is one of the most useful techniques for evaluating the qualifications of candidates for all classifications within the California Highway Patrol. Relevant information concerning the candidate's integrity, past behavior regarding operation of a motor vehicle, lawful versus unlawful activities, performance in previous jobs, and many other topics can be explored to assess their qualifications and suitability for employment.

A thorough applicant investigation entails inquiries into the facts surrounding the acts or conduct of a candidate for employment which bear a demonstrable relationship to the job-related tasks by which a candidate's fitness for employment with the California Highway Patrol can be determined.

In recognition of the usefulness of the applicant investigation as a selection aid, the California Government Code and California Commission on Peace Officer Standards and Training both specify that, as a minimum requirement for selection, an applicant investigation must be conducted on all peace officer candidates.

Executive Management has the final authority over the standards utilized to determine suitability for employment in the background investigation process. In this manual, the Department establishes procedures which determine the scope of the investigation. The main objective is to conduct a thorough, comprehensive, and legal applicant investigation, conducted with due consideration for the rights of the candidate and in compliance with governing laws and rules.

Such a thorough, comprehensive, and legal applicant investigation will ensure the Department continues to enjoy the reputation of excellence with regard to the character of personnel it employs, while complying with the mandates required by law.

OFFICE OF THE COMMISSIONER

OPI: 094







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