

# Law Enforcement Background Investigation Checklist

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## Mandated Regulations

1. **25 Part 12 – Indian Country Law Enforcement**
2. **Public Law 101-630 - Indian Child Protection and Family Violence Prevention Act – Character Investigations, as amended**
3. **Code of Federal Regulations 25 Part 63 –Indian Child Protection and Family Violence Prevention**
4. **Public Law 101-647 - Crime Control Act of 1990, Employee Background Checks**
5. **18 United States Code 922 – Unlawful Acts Under the Gun Control Act**
6. **Executive Order 12968 Adjudication Standards**

## Investigation Requirements

- Personal Subject Interview*: Documentation that the subject of the investigation was interviewed by the investigator and information listed in questionnaire was reviewed; and when applicable, all derogatory issues were addressed during the interview.
- Local law enforcement checks for*: All residences and places of work listed by subject for the last 10 years at the Federal Court, all County OR County/local search, Tribal Court search (when applicable).
- State criminal history repository*: Search for all states of residences and places of work listed by subject for the last 10 years.
- FBI Fingerprint check results*: Results from a minimum of the last six months.
- Civil Records checks for*: State and/or County civil records search (inquiries should be for all residences or places of work listed by subject for the last 10 years) **AND** Credit Report (results from a minimum of last six months).
- Employment Verification*: (Inquiries conducted for the last 10 years of employment). All employers listed in the subject's employment history must be contacted to verify employment. If employment is unable to be verified, documentation must be included to show that the attempt to verify employment.
- Employee Supervisor Interview*: Conduct interviews for all employers listed in the subject's employment history, or documentation showing three attempts were made to conduct the interview.
- Education Verification (last 3 years)/Degree Verification*: (if applicable) or documentation showing verification was made.
- Personal and Developed References*: At least two personal references, two self-developed references interviewed and former spouse(es).

## **Investigative Requirements continued**

- ❑ Sex Offender Registry check: Search for all states of residences and places of work listed by subject for the last 10 years.
- ❑ Residence Verification (last 3 years): Verification through social security trace or verification through a field investigator.
- ❑ Motor Vehicle Records Verification: Verification through state motor vehicle records.
- ❑ Federal Security Index Investigation Search: Will be completed by BIA Security Program.
- ❑ Internal Affairs Search: For any identified law enforcement current and former employers.
- ❑ BIA OJS Internal Affairs Search: Will be completed by PSC Tribal Personnel Security Program staff.