FORM F-8 (DJJDP)
(Revised 6/11)

NORTH CAROLINA
CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

CRIMINAL JUSTICE STANDARDS DIVISION

TELEPHONE: (919) 661-5980

It is the determination of the Commission that the information in this document is necessary in order to fully and adequately evaluate applicants for criminal justice certification. This investigation is required to ascertain whether the applicant meets the minimum standards for certification.

MANDATED
BACKGROUND INVESTIGATION FORM

NOTE: This form is designed for the use of the investigator conducting the background investigation only. This document is **never** to be used as an application or in any way filled out by the applicant.

Criminal Justice Education and Training Standards Commission

Background Investigation

Applicant's Name: _____

Address: _____

Home Phone:_____ Work Phone: _____

Date of Birth: _____ Race/Sex/Age: _____

Height:_____ Weight:_____

Position: _____

Name of Investigator: _____

Initial Date of Report:_____

Investigator Signature: _____

Final Date of Report: _____

INSTRUCTIONS: Legibly fill out this form **completely** and **accurately**. If you need extra space, add additional pages and identify the information by item number.

NOTE: All statements must be verified and certified copies made available of all criminal charges and driving violations.

1. Obtain from applicant a signed and dated authorization and release form to obtain information and an authorization to release military records.

2. Following is a list of required documents to be collected during this investigation; as each document is obtained, date and initial the appropriate line. Add summary findings or comments as necessary.

☐ Commission Form F-3, Personal History Statement, completed and notarized

Date Completed: _____ Investigator's Initials: _____

☐ Computerized Criminal History (CCH) through NCIC check

Date Completed: _____ Investigator's Initials: _____

☐ Administrative Office of the Courts computerized record search (AOC)

Date Completed: _____ Investigator's Initials: _____

☐ Certified true copies of warrants for arrest, criminal summonses or any other criminal charges with dispositions as well as any and all traffic offenses

Date Completed: _____ Investigator's Initials: _____

☐ Driver's History check (in and out-of-state, if applicable) (Ask to see Driver's License)

Date Completed: _____ Investigator's Initials: _____

☐ Submission of Applicant Fingerprint Cards (2 cards per set)

Date Completed: _____ Investigator's Initials: _____

☐ Copy of Birth Certificate and/or Certificate of Naturalization

Date Completed: _____ Investigator's Initials: _____

☐ Copy of High School Diploma or certified copy of transcript, GED Equivalency, and College Transcript, if applicable

Date Completed: _____ Investigator's Initials: _____

☐ Military discharge papers, if applicable

Date Completed: _____ Investigator's Initials: _____

☐ Copy of Social Security card

Date Completed: _____ Investigator's Initials: _____

INTERVIEW WITH APPLICANT

Conduct a personal interview with applicant to review the completed Commission Form F-3, Personal History Statement; to discuss any discrepancies and to obtain from the applicant the required documentation from the list on pages 2 and 3 of this form.

See Attachment I: Required questions must be asked at this time, optional questions may be used at this point or may have been covered in earlier interview. If covered earlier, record responses on this form. Reference NC state application (PD-107).

Date of Interview: _____ Investigator's Initials: _____

Summary of Findings:_____

EMPLOYMENT HISTORY

For each employment listed on the applicant's state application form, verify the employment history using the questions listed in Attachment II. Be aware of any unaccountable gaps of time and obtain explanation of such gaps in employment from applicant.

Date Completed: _____ Investigator's Initials: _____

Summary of Findings: _____

_____

_____

_____

_____

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REFERENCES

Use Attachment III, entitled "Questions for References," to interview all references supplied by applicant and any references developed by investigator.

Date Completed: _____ Investigator's Initials: _____

Summary of Findings: _____

_____

_____

_____

_____

_____

_____

_____

ATTACHMENT I

APPLICANT INTERVIEW QUESTIONS

1. Why do you want to become a juvenile justice officer or juvenile court counselor?

   _____

   _____

   _____

2. Have you ever applied for employment with this department in the past? When? _____

   _____

3. Have you ever been denied employment by a criminal justice agency? Who, when and why?

   _____

   _____

   _____

4. Do you know anyone employed by this department?_____

   _____

5. Are any of your family members employed by this department?_____

   _____

6. How did you learn about this position? _____

7. Do you speak a foreign language and if so, to what proficiency? _____

8. Have you ever been arrested, detained or charged with a crime, even if the charges against you have been dismissed?_____

   _____

   _____

   _____

9. Did you report those charges on the Form F-3 (Personal History Statement)? _____

   _____

10. Have you ever been issued a citation for a crime, such as public consumption, assault, trespass. etc.?

    _____

    _____

    _____

11. Have you ever been convicted of a crime, misdemeanor or felony? _____

_____

_____

12. Did you report that on the F-3?_____

_____

13. This job requires the employees to work rotating shifts? Is there any reason you are unable to work rotating shifts? _____
14. Are you able and willing to wear a uniform? _____
15. Are you able and willing to comply with this agency's dress code, including grooming standards? (Provide copy of agency dress code and grooming standards) _____
16. Are you able and willing to travel out of town for overnight stays of up to a week in duration for training or other temporary assignment? _____
17. Do you have any reservations about working with or being supervised by someone of the opposite gender?

_____

18. Are you willing and able to perform the essential job functions of the position for which you have applied? (See list of essential job functions)_____
19. Do you have any objection to demonstrating the ability to accomplish the essential job functions by performing various tasks, now or in basic training? If so, what are your concerns?_____

_____

_____

_____

20. Give an example of an event or situation in your life that demonstrates your integrity. _____

_____

_____

_____

_____

21. Describe any past experience you have had as a member of a team. _____

_____

_____

_____

22. What is your ideal work environment?_____

_____

23. What characteristics or behaviors would you look for in an ideal supervisor? _____

_____

_____

_____

24. Have you ever been in a work situation that required that you cope with angry, aggressive or hostile youth? How did you handle these situations? What worked well and what was difficult for you in these situations? If you have not had this experience, how would you envision yourself coping with such a situation?

_____

_____

_____

25. Have you ever had to cope with a person, in a work setting, who threatened you with physical harm? How did you handle that situation? Are you willing and able to learn and use prescribed techniques for safe physical management of aggressive youth?

_____

_____

_____

26. As a hypothetical situation, suppose that you asked one of your more experienced co-workers for clarification of a policy or procedure and in response he says, "Don't worry about it, it's a stupid rule anyway." How would you react in that situation?

_____

_____

_____

27. Please describe your previous experience in working with youth and describe the skills you have developed for relating to young people._____

_____

_____

_____

28. Working with delinquent youth can be very frustrating and difficult. Describe how you handle frustration and difficult job situations. What skills do you have that will benefit you in working in these conditions?

_____

_____

_____

_____

29. Suppose when you first come to work in this job, you report to work at a housing unit or a court office and a youth approaches you and says, "Who the hell are you and what are you doing here?" How would you handle this situation? What could you do that would help you to build rapport with such a hostile youth?

_____

_____

_____

_____

30. Suppose you answer the phone during business hours. The caller is an irate citizen who demands to know if all of your students are accounted for, because he just saw a young person run through his back yard and he is afraid it may have been an escaped delinquent. What would do in this situation?

_____

_____

_____

_____

31. Suppose you are attempting to check on a youth who is on house arrest or home visit and when you enter the home, you notice that the youth has some bruises that were not there the last time you saw the youth. The youth's mother and stepfather are both present. How would you deal with this situation?

_____

_____

_____

_____

32. It is possible, in the course of your job, that you may have to handle several tasks at the same time, for example, answering the phone while filling out forms and entering data or supervising students while storing equipment and responding to requests for information. From 1-10, 10 being highest ability, how would you rate your ability to work under these conditions? Explain how you arrived at your rating.

_____

_____

_____

_____

33. Have you ever been terminated or asked to resign from any employment? If so, please describe what happened? _____

_____

_____

_____

_____

34. Where do you see yourself, in terms of your career, in five years? In ten years? _____

_____

_____

_____

35. What is your motivation for seeking a career in the criminal justice field? _____

_____

_____

_____

36. Why do you feel you are the most qualified applicant for this position? _____

_____

_____

_____

_____

MILITARY SERVICE

NOTE: Use these questions, if applicable.

1. Have you ever been a member of the armed services?_____

   If yes, when?_____

2. Was your last discharge honorable? _____

   Date of separation? _____

3. Are you eligible to re-enlist?_____

4. Were you disciplined to any degree? Court Martial, Reprimand (including Article 15), etc.?

   _____

   _____

   _____

   _____

   _____

5. Last rank obtained?_____

6. _Describe any arrests or convictions under UCMJ?_____

7. Were you ever questioned or charged in regard to any criminal activity while a member of the armed services? Even if the charges were dismissed or not prosecuted?

   _____

   _____

   _____

   _____

   _____

EMPLOYMENT HISTORY CHECK

Use the information on the state application form to contact previous employers and ask the following questions. Query yes/no answers. Record responses on this form. Use a separate copy of this form for each employer interviewed.

1. Job Title: _____
2. Duties and responsibilities: _____

   _____

   _____

   _____
3. Rate the work performance: _____

   _____
4. How did the applicant handle high pressure situations? _____

   _____

   _____
5. Is the applicant able to accept direction? _____
6. Was the applicant frequently late or absent? _____
7. Was the applicant ever disciplined, asked to resign, terminated or released due to any criminal or personal misconduct? _____

   _____

   _____
8. Was the applicant involved in any accidents while employed? _____

   _____
9. Do you know of any behaviors or activities which tend to demonstrate that this applicant is not reliable or trustworthy or any that show high moral character? _____

   _____
10. Would you consider rehiring this applicant? _____
11. What reason did the applicant give for leaving prior employment? _____
12. What prior places of employment did the applicant list when applying with your organization? _____

    _____
13. Would you recommend the applicant for this position? _____
14. Information provided by: _____ Job Title: _____

ATTACHMENT III

QUESTIONS FOR OTHER REFERENCES

1. How long have you known the applicant? _____

   _____

2. What is the nature of your association with the applicant? _____

   _____

3. How would you describe the applicant's personality? _____

   _____

   _____

4. Is the applicant courteous in contacts with others, including individuals of different races, religions and nationalities? _____

   _____

5. How does the applicant handle problems? _____

   _____

   _____

6. Do you feel that the applicant has the ability to make sound decisions? Please explain. _____

   _____

   _____

   _____

7. Do you believe that the applicant can perform this type of work? (Read essential job functions)

   _____

8. Would you recommend the applicant for this position? _____

9. Do you know of any other person who may know or could tell me more about the applicant? _____

   _____

   _____

10. Are there any additional comments you would like to make about the applicant? _____

_____

ATTACHMENT IV

JUVENILE JUSTICE OFFICER ESSENTIAL JOB FUNCTIONS

- Maintain the security and supervision of juveniles in custody.
- Use discipline to encourage cooperation and enhance facility security.
- Maintain records and logs to document juvenile behavior, unit performance and activities.
- Provide basic and individual group counseling services.
- Assist the juveniles to achieve programming goals.
- Provide crisis intervention services.
- Provide secure transportation services.
- Use physical force and/or exertion to control juvenile and ensure personal safety and the safety of the public.

JUVENILE COURT COUNSELOR ESSENTIAL JOB FUNCTIONS

- Evaluate charges brought against a juvenile.
- Evaluate juvenile's and family's emotional, social and physical needs.
- Provide short-term emergency counseling, treatment or assistance.
- Manage/supervise cases.
- Manage liaison with court and social support systems.
- Use physical force to control juvenile and ensure personal safety and the safety of the public.
- Provide secure transportation.
- Prepare supervision-related correspondence and documentation.