



Professional Background Investigations for Police and Fire Investigators

DATES:

January 25, 2027

TIME:

8:00 a.m. – 4:30 p.m.

COST:

\$125

LOCATION:

**WCTC
800 Main Street
Pewaukee WI 53072**

REGISTER ONLINE:

www.wctc.edu/cjtraining
Select Specialized Training

"The class established a great foundation for new background investigators."

"I enjoyed being provided many training materials, templates and samples."

Attendees May 2026

Police candidate background Investigations are an essential component of the hiring process. A comprehensive and structured background investigation assists an agency in evaluating the candidate's initiative, judgment and character. This course is designed to provide investigators with concepts, skills and resources to be successful in their role.

Topics Include:

- **Police officer hiring requirements and guidelines**
Wisconsin State requirements as well as privacy and ADA concerns
- **Agency objectives and concerns**
Agency hiring objectives and policy considerations
- **Sources of information**
Including CIB, DOT, social media, personal data aggregators, credit reporting agencies, employers, landlords, friends, family
- **Interviewing**
How to identify character, work ethic and consistent behaviors with interviewees
- **Report writing**
How to create a structured, factual and objective report detailing conclusions in a comprehensive summary.

This course will be a combination of lecture and active discussion.

Required Equipment:

Laptop or tablet capable of internet connection with Windows 11 or newer.

Instructor:

Colin Hughes is a retired police Captain and is currently employed as a background investigator with the City of West Allis. During his police career, Colin served in a variety of capacities including hiring selection committee member, field training officer, investigator and trainer.