



# Conducting Background Investigations

## 40 hours

### CWL – 0203 FDLE 1151

**Instructor:****Tommy J Owens****Date(s):****November 3 – 7, 2025****Monday thru Friday****Time: 0800-1700****Location:**

St Augustine Campus  
2990 College Drive  
St Augustine, FL 32084  
Building J

**Cost:**

No cost to Region V officers.

**Class Limit: 25 Students****Dress Code:****Business Casual**

NO Flip Flops, Shorts, Tank tops,  
Jeans, or T-shirts unless specified.

**All questions should be sent to:**

JoAnn Beal  
Workforce Assistant  
(904) 808-7491  
[joannbeal@sjrstate.edu](mailto:joannbeal@sjrstate.edu)

Cmdr. Harrington  
Coordinator  
904- 808- 7421  
[BrianHarrington@sjrstate.edu](mailto:BrianHarrington@sjrstate.edu)

This course presents a thorough description of the background investigation process used in hiring both sworn and civilian personnel in a criminal justice agency. The course is designed as an overview of conducting applicant backgrounds for the officer, investigator, or non-sworn personnel with limited experience in this area.

Students must pass a written exam with a score of 80% or better

Sign up early

**Deadline for Registration: October 17, 2025**

**Print Clearly**

Officer's Name: \_\_\_\_\_  
**(FULL NAME AS IT APPEARS IN ATMS)**

DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SS# last 4 \_\_\_\_\_

Officer's Email Address:

\_\_\_\_\_

Agency \_\_\_\_\_ Agency's Phone # \_\_\_\_\_

**The section below must be completed by the agency's authorized training personnel.**

Sworn LEO \_\_\_\_\_ Salary Incentive: \_\_\_\_\_

Sworn Corrections \_\_\_\_\_ Mandatory Retraining: \_\_\_\_\_

Authorization Signature \_\_\_\_\_

Printed Authorization Name: \_\_\_\_\_

Authorizing Person's Email: \_\_\_\_\_

\_\_\_\_\_

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