



HOST AGENCY: CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY

**RECRUITING, HIRING,
BACKGROUND INVESTIGATIONS AND
RETENTION**

**AUGUST 10-11,
2026**

REGISTRATION INFORMATION

Visit www.PATC.com to view more course information and register.

COURSE OVERVIEW

The Recruiting, Hiring, and Officer Retention course comprises four modules. The recruiting segment focuses on attracting a diverse talent pool. Following this, the hiring module covers effective collaboration with Human Resources for testing and interviewing. The background investigation module guides individuals in conducting thorough candidate screenings. Lastly, the retention module offers strategies for retaining talented personnel post-hiring.

TRAINING LOCATION

**Central Virginia Criminal Justice
Academy**
1200 Church Street
Lynchburg, VA 24502

TRAINING COST

\$400



TIM RANDALL
Instructor

HOTEL ACCOMMODATIONS

Courtyard Lynchburg
4640 Murray Pl.
Lynchburg, VA 24502
Phone: 434-846-7900
Contact Hotel for State Govt Rate.

QUESTIONS?
www.PATC.com
1-800-365-0119

Recruiting, Hiring, Background Investigations, and Retention

Instructor: Tim Randall

Tim Randall served with the Nampa Idaho Police Department for 31 years. Tim was a School Resource Officer for 5 years and supervised the unit for another 5 years. He was assigned as a criminal investigator for 21 of those 31 years. As a lead investigator and supervisor, he conducted and assisted in hundreds of investigations. These include homicides, suicides, child abuse, rape, robbery, and internal investigations.

Tim has served in many positions to include, patrol, patrol supervisor, criminal investigations, CID supervisor, SWAT, school resource officer, internal affairs, and polygraph examiner. Tim has been an Idaho POST certified instructor for over 25 years in interview & interrogation, SWAT, chemical munitions, child abuse, elder abuse, and juvenile procedures.

Course Description:

The Recruiting, Hiring and Officer Retention course is segmented into four distinct training modules. The recruiting module will train the hiring officer/personnel on how to attract the best talent pool with diversity in mind. Next, the hiring module will discuss how to effectively work with Human Resources to conduct testing and interviewing. The background investigation module will then teach the individual how to properly administer a background investigation on potential job candidates. The final training module is retention, after you hire the individual, the best methods of to retain the talent will be detailed.

Recruiting: Recruiting with Diversity in mind

The goal of the recruiting component is to identify and attract talent from a diverse pool and to ensure that every candidate is treated fairly throughout the hiring process. Most recruiters focus on identifying and attracting talent for the organization. However, the recruiting manager must be equally concerned that once talented candidates are identified – especially diverse candidates – they have a rewarding experience in their interactions with the organization. They must ensure that the application and screening processes are bias-free and that hiring

Hiring: Define your process in a policy.... Protect yourself!

Partners in the process: buy in from your city/county HR department ask them to assist you! Proctor the process so that it is fair and unbiased. Review your plans with them. Treat HR as your ally not the enemy. Community Involvement – if your agency has issues with the appearance of not being fair, ask your community leaders to become involved.

Retention:

Many recruiting managers believe their job is complete when new diverse candidates are hired. However, when you consider that organizations often spend tens of thousands of dollars to hire a single candidate, retention can be essential to the financial bottom line. Therefore, it is important for the recruiting manager to ensure their organization has strong on-boarding (orientation), mentoring, employee development and career counseling processes. In addition, the manager should assess the need for employee support groups and recommend the creation of ones deemed necessary.

Background Investigations:

Recruiting, Hiring, Background Investigations, and Retention

Background investigators must be knowledgeable about all applicable local, state, and federal fair employment laws. They must be conversant in the legal requirements for appointment to the positions in question. They must heed all agency policies, practices, and operational limitations. They must base their inquiries and evaluations on candidate behaviors that have a direct relationship to the requirements and demands of the position, and they must do so with consistency and without bias. They must be able to articulate the information gathered from a wide variety of sources and how it is used in determining candidate suitability.

How do we treat a background investigation:

Treat this process as you would any investigation, it is confidential, do not talk about this with anyone that does not have a need to know. Speak only to your supervisor or another investigator should you require advise or consul on information developed.

Course Outline/Agenda:

Day 1

8:00 a.m.

Registration

8:00 a.m.—12:00 p.m.

- Advertising vs. Recruiting
- How to Identify and Attract from a Diverse Pool
- Problems Facing Law Enforcement Agencies

Qualities We are Looking for in Candidates

12:00 p.m.—1:00 p.m.

Lunch (On Your Own)

1:00 p.m.—5:00 p.m.

- Diversity and Why It Is Important
- Preparing America's Next Generation
- Sell Your Agency
- Find the Best Recruits

Day 2

8:00 a.m.—12:00 p.m. • Get People to Find You

- Recruitment Team

Recruiting, Hiring, Background Investigations, and Retention

Day 2

8:00 a.m.—12:00 p.m.

- Get People to Find You
- Recruitment Team
- Policy and Process for Applications, Testing, and Hiring
- Interviewing Candidates

12:00 p.m.—1:00 p.m.

Lunch (On Your Own)

1:00 p.m.—5:00 p.m.

- Americans with Disabilities Act
- Conducting and Thorough Background Investigation
- The Importance of Emotional Survival
- Retention, Mentoring, Employee Development, Early Intervention Program

