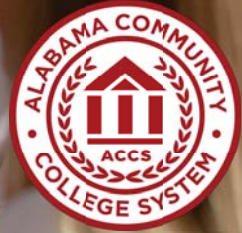


# CONDUCTING PROFESSIONAL BACKGROUND INVESTIGATIONS

**TUITION-FREE  
STATE-FUNDED TRAINING**



**Sponsored By:**  
Alabama Community College System  
Jefferson State Community College

**Date:**  
September 20, 2024  
8:00 am - 4:00 pm

**Location:**  
Jefferson State Community College  
Jefferson Campus  
Lurleen Wallace Hall - Room 300  
2601 Carson Road  
Birmingham, Alabama 35215

**APOSTC Continuing Education Credit:**  
This Training Provides  
Six (6) Hours of APOSTC Executive CEU Credits

**Attendance:**  
Law Enforcement Officers Must Attend  
the Full Day to Receive All CEU Credits

**CLASS REGISTRATION**  
[Register Online \(Click or Scan QR Code\):](#)



**Or Contact For Registration Assistance:**  
Inv. Chris Martin - ACCS Public Safety Division  
State Cell: (334)956-9641 or  
eMail: [christopher.martin@accs.alabama.edu](mailto:christopher.martin@accs.alabama.edu)

## EFFECTIVE & LEGAL EMPLOYEE SELECTION

### COURSE AGENDA & INSTRUCTORS

**08:00 - 08:30:** Consequences of Negligent Hiring

David Sikes, Litigation Manager, Alabama Municipal Insurance Corporation

**08:30 - 09:15:** Overview of Statutory Requirements & Best Practices

Lynn Shobe, CFE, CFCI, Jefferson State CC PD Investigator, (U.S. Treasury Special Agent - Retired)

**09:15 - 10:00:** \*BREAK\*

**10:00 - 10:50:** Overview of Statutory Requirements & Best Practices

Lynn Shobe, CFE, CFCI, Jefferson State CC PD Investigator, (U.S. Treasury Special Agent - Retired)

**10:50 - 11:00:** \*BREAK\*

**11:00 - 11:50:** APOSTC Compliance & Package Submission

Adrian Arrington, APOSTC Executive Secretary's Assistant

**11:50 - 1:00:** \*LUNCH ON YOUR OWN\*

**1:00 - 1:50:** RADIUS (Reporting Applications for Disciplinary Incidents, Use of Force Complaints & Reportable Separations) System

Matt Mancil, APOSTC Investigator/Training Specialist, (ALEA Special Agent Senior - Retired)

**1:50 - 2:00:** \*BREAK\*

**2:00 - 2:50:** Polygraph Examinations in LE Background Checks

Dr. Charles Hedrick, CPE, ACCS Senior Polygraph Examiner, (LESD Senior Agent - Retired)

**2:50 - 3:00:** \*BREAK\*

**3:00 - 4:00:** Mental Health Evaluations

Archie Schnuelle, ACCS Mental Health Specialist, (ALEA Special Agent Senior - Retired)

This course is designed to inform you of state hiring requirements, hiring pool diversity and pre-employment aptitude/BAT testing considerations. This course further serves to inform of the legal requirement and importance of conducting law enforcement database (RADIUS) and prior employer research on potential candidates.

The course continues by covering pre-employment polygraphs and keeping unethical/illegal behavior out of the LE profession. Finally, the course covers APOSTC compliance and package submission on candidates, importance and legal requirements of psychological examinations, and an overview of the new RADIUS System/Database.