



Hillsborough County Sheriff's Office

Training Academy



Conducting Background Investigations #1151

This 40-hour course presents a thorough description of the background investigation process used in hiring both sworn and civilian personnel in a criminal justice agency. Students conduct a mock background investigation by verifying information and supporting documentation from reliable databases and other sources, conducting appropriate interviews to confirm information, identifying and resolving any discrepancies or disqualifications, and preparing a case file and final report for presentation to management.

General Information

Date: September 8th—12th, 2025 (40 hours)
Time: 0700-1600
Instructor: Elliott Rosen
Location: HCSO Community Outreach Division
1501 N. Falkenburg Road
Tampa, FL 33619
Enrollment: Limited to 35 (All Personnel)
Facilitator: Nicole Simon: nsimon@teamhcsso.com

Course Topics Include:

- The Applicant Background Investigation Process
- Requirements and Resources for the Applicant Background Investigation
- Preparing to Conduct the Applicant Background Investigation
- Conducting the Background Investigation
- Concluding the Background Investigation
- Ethics and Professionalism

Registration: All HCSO personnel shall submit a training request through your chain of command. All other agencies must submit an Advanced & Specialized Training Authorization form by your training section.

Attendance: Attendance at the initial class is mandatory. All students must adhere to the attendance requirements of the Criminal Justice Standards and Training Commission and the Rules, Policies and Procedures of the Sheriff's Training Academy

Dress Policy: Your department's authorized training uniform or business casual attire. No jeans permitted. Law enforcement personnel not in uniform that are carrying exposed firearms must prominently display agency ID and/or badge at all times while on college property.

Fee: There is no fee associated with this course.

This course is applicable to either Mandatory Retraining or Salary Incentive; Federal I.D. #59-1216107.

Hillsborough County Sheriff's Training Academy 1409 N. Falkenburg Road, Tampa, FL 33619