



# PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS FOR NEW JERSEY POLICE DEPARTMENTS

## COURSE OVERVIEW

This two-day interactive program is open to Supervisors and Officers conducting Background Investigations. The course is designed by Chief Bendul specifically for New Jersey law enforcement agency Background Investigators to increase their knowledge and obligations in managing the Pre-Employment Hiring Functions.

The course will breakdown New Jersey and federal employment law and how to supervise the hiring function in an expeditious and efficient manner.

This program will provide an opportunity for attendees to gain the necessary knowledge base relative to this important function.

Topics to be covered include, but are not limited to:

- The importance of a pre-employment background investigation, negligent hiring
- What may or may not be asked during an investigation
- Federal & State laws relating to employment—EEOC/NJ Law Against Discrimination
  - ◊Civil Rights Act 1991 (1964)
  - ◊Americans with Disabilities Act (ADA) 1990
- Eligibility & Qualifications 40A:14-122
- Pre-Employment Interview Techniques
- Tests used in Background Investigations
- Provide Overview of Civil Service Commission (CSC) Regulations
- Approaches to Managing the Background Investigation Process
- Investigator's resources, sample application, PHQs & forms
- Encourage dialogue and networking between investigators
- Available Resources, Manuals, Books, Standards for Background Investigations
- Character and Medical Phases of the Hiring Process, Conditional Offer of Employment
- Pre-Employment Interviewing, Oral Board Interviews, Drug Screening, Psychological Evaluation, Medical Screening
- Disqualifications, Case File Preparation

## **ABOUT THE INSTRUCTOR**

Chief Keith Bendul retired in 2019 after a 30-year career with the Fort Lee Police Department. He served as Chief of the 96-officer department from January 1, 2013 until May 31, 2019. He is the owner of Bendul & Associates Law Enforcement Consulting LLC specializing in executive leadership, crisis management, employee-management relations, and police records.

Chief Bendul was an Emergency Medical Technician for over 30 years and is an exempt volunteer firefighter. In 2022 he earned his Juris Doctor. Chief Bendul previously received his Master's Degree in Administrative Science from Fairleigh Dickinson University and is a Certified Public Manager.

During his career he has served in and supervised all three of the department's divisions: Patrol, Detective and Administration. For seven years he served as the Secretary for Fort Lee PBA Local #245. He was awarded the NJSACOP Sandy Danco Service Award in 2018. He has received numerous community awards, 17 Merit Board commendations, and the Chief's Achievement Award from Bergen County Police Chief's Association.

Chief Bendul is a member of the IACP Legal Officers Section, a member of the New Jersey State Association of Chiefs of Police and is an instructor for the New Chiefs Orientation Program. He is a graduate of the Command & Leadership Academy, as well as receiving the FBI- Law Enforcement Training Association's Trilogy Award.

He is on the Executive Board of the Bergen County Police Chief's Association. He continues to serve as the Past Chairman of both the Mutual Aid & Special Operations Committee and the Internal Affairs Committee.



# PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS FOR NEW JERSEY POLICE DEPARTMENTS

**Monday, October 21 & Tuesday, October 22, 2024**  
**9:00 am - 4:00 pm**  
**COURSE FEE: \$299**

**Middlesex County Fire Academy, 1001 Fire Academy Drive, Sayreville NJ 08872**

**MAKE CHECKS / PURCHASE ORDERS PAYABLE TO AND SEND TO:**

**New Jersey State Association of Chiefs of Police**  
**751 Route 73 North, Suite 12**  
**Marlton, NJ 08053**  
**P/ 856-334-8943**  
**F/ 856-334-8947**  
**E/ [registrations@njsacop.org](mailto:registrations@njsacop.org)**

**Name:** \_\_\_\_\_

**Rank/Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Form of Payment:** Check ☐ Purchase Order ☐ Credit Card: ☐ Visa ☐ Mastercard ☐ AMEX

**Credit Card #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_