## **BEFORE YOU APPLY**

## READ THE FOLLOWING INFORMATION CAREFULLY

THE SCREENING PROCEDURE FOR INSPECTOR GENERAL FORENSIC AUDITOR, CRIMINAL INVESTIGATOR, FORENSIC ENGINEER and ATTORNEY POSITIONS CONSISTS OF SEVEN (7) STEPS.

- (1) Application Process
- (2) Qualifying License, certification, training, and/or experience.
- (3) Office of Inspector General Initial Interview
- (4) Background Investigation
- (5) Substance Abuse Screening
- (6) Office of Inspector General (IG) Final Interview/Conditional Offer

After being conditionally offered employment by the Office of Inspector General, the applicant must successfully complete:

(7) Psychological/Psychiatric Evaluation For Inspector General Criminal Investigator positions only.

## **YOU MUST**:

- (1) Successfully complete all steps before you are eligible for appointment.
- (2) Be on time for each stage of the screening procedure.
- (3) Have your driver's license with you at <u>all times</u>. Candidates will be required to use their personal vehicles for work.

<u>STEP #1 - APPLICATION AND DOCUMENTS</u> - You may apply in Room 7W03, New Orleans City Hall, New Orleans, La. Each day of the week, Monday thru Friday from 9:00 a.m. thru 5:00 p.m., except holidays.

You must submit the following documents at the time of application:

- (1) Application Form
- (2) Personal History Form
- (3) Work History Form (if applicable)
- (4) Current Driver's License
- (5) Original college degree or official college transcript <u>WE DO NOT ACCEPT COPIES</u>.
- Original certificate(s), i.e. CIG, CIGI, CIGA, CPA, CIA, CFE, or CGFM. Copies may be turned in with the application, however, original documents must be presented to the Civil Service Department before a candidate can be hired.
- (7) Original license to practice law in the State of Louisiana.

<u>STEP #2 – QUALIFYING LICENSE, TRAINING, CERTIFICATION, AND/OR EXPERIENCE</u> – Once it has been determined that you meet the minimum qualifications, your name will be placed on an eligible list.

<u>STEP #3 – OFFICE OF INSPECTOR GENERAL INITIAL INTERVIEW OF CANDIDATES</u> –You may then be scheduled for an initial interview. This interview may include completing a written interview form and a taped oral interview before a panel.

## STEP #4 - BACKGROUND INVESTIGATION -

Applicants who pass the training and experience portion may be scheduled for a background investigation, including a polygraph, which will be conducted by the Office of Inspector General. All male applicants under age 27 must present their Federal Selective Service Card. When reporting for the background investigation, please wear business attire (e.g.; coat and tie, business suit).

In accordance with the Louisiana State Statute and for general application of the New Orleans Office of Inspector General Hiring Criteria, an adult is hereby defined as a person who has attained the age of seventeen years. A juvenile is hereby defined as a person who has not attained the age of seventeen years.

An applicant applying for a position with the Office of Inspector General shall be **AUTOMATICALLY DISQUALIFIED**, **IF AS AN ADULT**, HE OR SHE HAS DONE ANY OF THE THINGS LISTED BELOW IN A THRU L. IF YOU FALL INTO ANY OF THE CATEGORIES LISTED IN A THRU L BELOW, DO NOT APPLY FOR THE FORENSIC AUDITOR, CRIMINAL INVESTIGATOR, FORENSIC ENGINEER or ATTORNEY POSITIONS.

- a. Been convicted of, pled guilty or nolo contendere to any Felony.
- b. Been convicted of, pled guilty or nolo contendere to any Misdemeanor involving any crimes against a person or sexual offenses
- c. Been convicted of, plead guilty or nolo contendere to any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state or territory.
- d. Refused to submit to a polygraph examination and/or voice stress examination.
- e. Been dishonorably discharged from any military service.
- f. Been terminated or forced to resign from any law enforcement agency for disciplinary reasons.
- g. According to Louisiana RS 42:54 has by word of mouth or writing knowingly or willfully advocated, abetted, advised, or taught, the duty, necessity, desirability, or propriety, of overthrowing or destroying the government of the United States or of any state or of any political subdivision thereof, by force, violence, or any other unlawful means, or the adherence to the government of any foreign nation in the event of war between the United States and such foreign government.
- h. Used or possessed any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana.
- i. Used marijuana/cannabis within the past three years, or have extensively used marijuana/cannabis, or used it over a substantial period of time.
- j. Ever sold any illegal drug for profit.
- k. Used an illegal drug (no matter how many times or how long ago) while in a law enforcement, prosecutorial position, or position of public trust, or in a position which carries with it a high level of responsibility.
- I. An unacceptable driving record within five years of application, as evidenced by, three or more negligent collisions; suspension for moving violations; revocation, or operating after suspension/revocation of driving licenses; Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions.

<u>STEP #5 - A URINALYSIS TEST</u> - A urinalysis test to screen for substance abuse will be given. Applicants may be sent for this test at any stage of the testing process. There will be <u>no</u> rescheduling of substance abuse screening.

STEP #6 -OFFICE OF INSPECTOR GENERAL FINAL INTERVIEW AND CONDITIONAL OFFER OF EMPLOYMENT – When the Office Of Inspector General has authorized, budgeted, and vacant positions and after candidates have successfully completed Steps 1 through 5, the Office of Inspector General then conducts final interviews and makes conditional offers of employment. These offers are conditioned upon successful completion of the psychological evaluation for the Inspector General Criminal Investigator positions. Civil Service then schedules the candidates for their psychological examinations.

STEP #7 - PSYCHOLOGICAL/PSYCHIATRIC EVALUATION - The psychological consists of personality tests. These tests, along with the findings of the background investigation, will be evaluated by a psychologist to determine fitness for the Inspector General Criminal Investigator positions. Some candidates may be referred to another psychiatrist or a psychologist for a personal interview to gain additional information. These evaluations are for the purpose of determining an applicants' suitability to perform the work of these positions and are not for the purpose of diagnosis or treatment. Being found unsuitable for this position does not imply mental instability.

<u>CERTIFICATION FOR HIRE</u> - When candidates who have a conditional offer of employment have successfully completed their psychological/psychiatric evaluation and when Civil Service has requisitions for these candidates, their names are certified to the Inspector General's Office.

**Note**: Candidates may be required to use their personal vehicles for work

**Note**: These positions require a one year probationary period.

<u>Note</u>: Applicants for these positions must be United States citizens.

If you have any questions, please call 658-3516.

(AMENDED 07/31/2009)