



JCA/CIU/SECURITY GUIDELINES AND  
STANDARDS FOR EXTERNAL  
STAKEHOLDERS OPERATING IN JAMAICA  
CUSTOMS AGENCY REGULATED AREAS  
JCA/SEC/VETPROGRAMME/V1/20220925



A COMPREHENSIVE GUIDE TO ASSIST  
STAKEHOLDERS TO DEVELOP AND  
IMPLEMENT A PHYSICAL SECURITY AND  
VETTING PROGRAMME AS A RISK  
MANAGEMENT TOOL.

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# Introduction

Seaport Terminals and Marine Public Bonded warehouses comprise the official port and points of entry and exits from Jamaica for maritime cargo. It is therefore, in the National Security interest that these facilities are adequately secured. The security strategy, therefore, should focus on physical security infrastructure and personnel security. These security measures, when employed, should minimize the risks to public officials working within the space and prevent contamination and unauthorized movement of cargo within, to or from these facilities. As the primary border protection agency for Jamaica, the Jamaica Customs Agency (JCA) deems it necessary to mandate minimum security requirements for the terminals and warehouses to minimize the threats posed to Jamaica's national security interests. This document will in section I provide guidelines for the vetting of personnel and section II will outline the physical security requirements.

## Section I

### 1. BACKGROUND

1.1. These security vetting guidelines have been formulated to assist stakeholders operating within areas regulated by the Jamaica Customs Agency (JCA) to develop and implement an effective security vetting programme, aimed at reducing the security risk associated with the human component in their daily operations. A comprehensive security vetting programme will ensure that only persons proven suitable will gain employment and maintain continued clearance. Without an effective security vetting programme, operators of Customs regulated areas run the risk of hiring individuals who could become significant liability and risk to security. The security vetting programme also ensures and promotes a safe working environment by:

Protecting tangible and intangible assets (e.g., people, property, information, and reputation).

Fostering a positive security culture; and

Reducing the risk of legal liabilities, including failure to perform due diligence, negligent hiring, inter alia.

1.2. These guidelines also provide a framework necessary to ensure consistency, accuracy, credibility, and fairness as they relate to the security vetting activities. In addition, these guidelines will ensure that vetting activities conducted independently will produce results of a quality standard.

1.3. Given the intrusive nature of the security vetting process, an organisation should ensure that candidates are duly informed of the process and willingly consent to undergoing the process. The candidate, on signing a consent form, gives his or her informed consent to the organisation, or entities acting on its behalf, to obtain information deemed appropriate from

such sources and agencies in a transparent and professional manner. To this end, it is also prudent that the operators of Customs regulated areas develop a security vetting policy to guide its security vetting programme based on these guidelines and best practices.

1.4. Stakeholders are to identify and engage suitably qualified security professionals or entities to undertake their security vetting processes. Notwithstanding, it is vital that human resource personnel understand the critical role security vetting plays in the employment process and their ongoing operations. Therefore, recommendations provided by security vetting entities must be treated seriously.

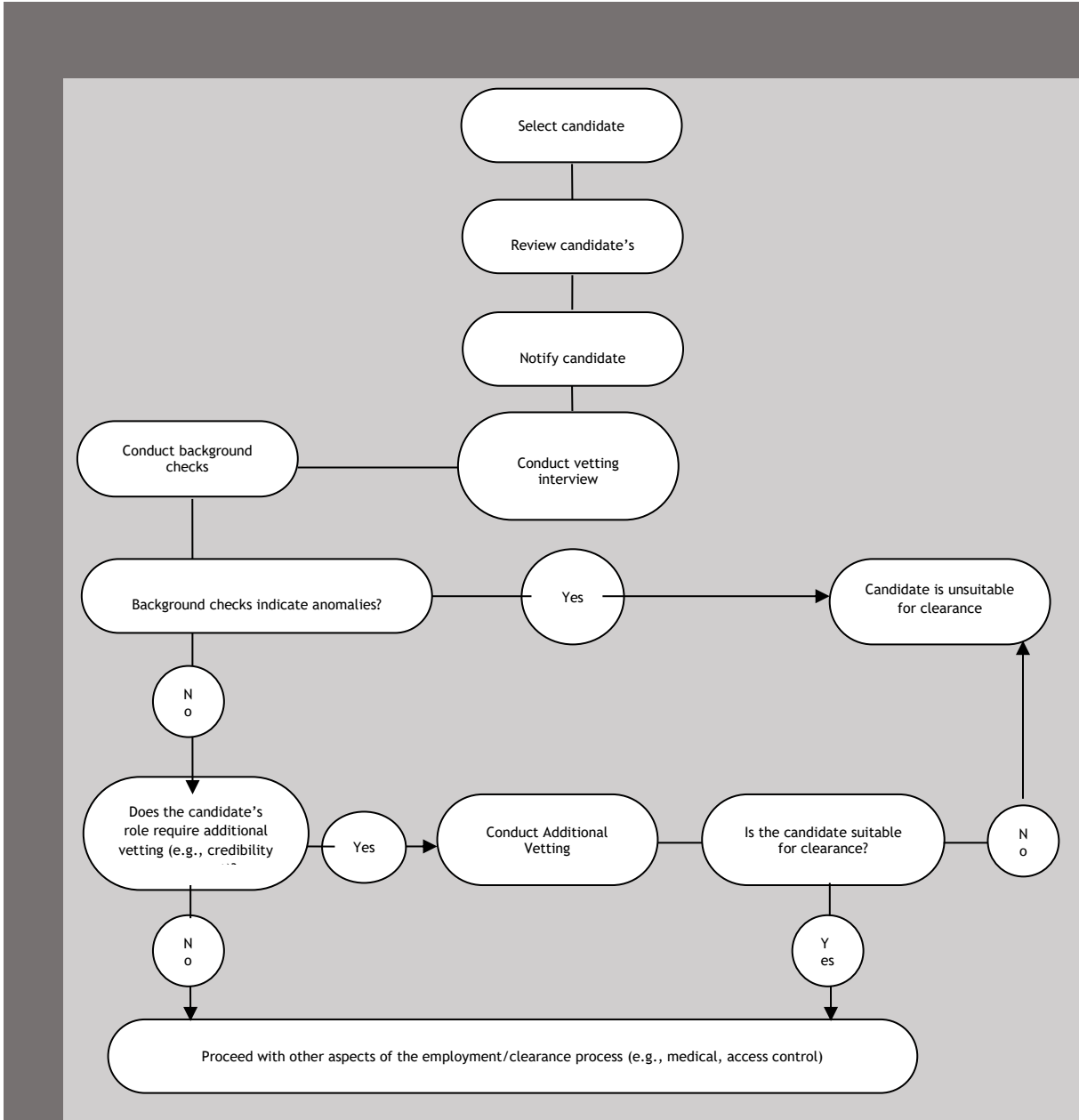
## 2. AIM

2.1. The aim of these security vetting guidelines is to assist stakeholders in attaining a security vetting programme of a high standard and provide a structured and accountable process for the vetting of personnel. This is critical in reducing security risks in areas regulated by the JCA.

## 3. VETTING PROCESS

3.1. Security vetting is a systematic process of investigation applied to determine a person's security competence. The degree of security clearance given to a person is determined by their level of access to classified information or sensitive areas.

3.2. To give stakeholders an insight of the vetting activities, a best practice flowchart of the security vetting process is detailed in the following diagram:



## 4. LEVELS OF VETTING

4.1. A good approach to managing security and access to assets is to establish different levels of vetting that are then applied based on needs. It is recommended that two levels of vetting be employed, namely advanced vetting, and extra-ordinary vetting; this is necessary due to the nature and functions of the customs regulated areas. Additionally, the required checks fall within these two categories and are of the standard applied to JCA’s employees. It is recommended that all parties operating in the same space must be held to the same standard. These are defined in the terms and definitions at Appendix 1.

4.2. For additional details on each vetting type, see table 1 below. The full range of checks should be conducted on all candidates. This may include intelligence database checks from the local intelligence agencies and the main agencies from our international partners.

Checks	Security Clearance Levels	
	Advance Vetting	Extra-Ordinary Vetting
Verification of Identity	Compulsory	Compulsory
Security Vetting Interview	Compulsory	Compulsory
Criminal Records check	Compulsory	Compulsory
Academic Records verification	Compulsory	Compulsory
Residential history verification	Compulsory	Compulsory
Employment history verification	Compulsory	Compulsory
References	Compulsory	Compulsory
Digital Footprint check	Compulsory	Compulsory
Financial Profiling	*	If necessary
Associations	*	If necessary
Credibility Assessment Test	*	Highly recommended

Table 1: Vetting Types and Requirements

\*Additional checks should be conducted based on information discovered during the vetting process.



### 4.3. Verification of Identity

4.3.1. Verifying an individual's identity is a fundamental aspect of the vetting process as this will assist in the prevention of individuals providing falsified documents. This process should be completed before any other enquiries are initiated. Government issued identification such as those listed below are key in verifying that an individual is who he or she claims to be:

Valid Driver's Licence (local or an eligible foreign government)

Valid Passport (local or an eligible foreign government)

National Voters Identification

Tax Registration Number

### 4.4. Security Vetting Interview

4.4.1. The security vetting interview is done to explain the process of the vetting to the candidate and gather all the necessary information/documents required to undertake the security vetting process. It also gives the investigator an opportunity to make an initial assessment of the candidate and identify any inconsistency that may serve as an early indicator of the candidate's reliability and trustworthiness.

### 4.5. Criminal Records Checks

4.5.1. Checks with the Criminal Records Office should be done to confirm the candidate's status as it relates to past criminal convictions. This may require additional checks with the courts, where a conviction is detected at the Criminal Records Office, to confirm the nature and details of the offence(s). This will assist stakeholders to determine whether the offence precludes the candidate from obtaining or maintaining relevant clearance. In some circumstances, it may be possible for an individual's criminal records to be expunged. Where such case exists, stakeholders should evaluate the specific circumstances and determine whether a security risk still exists in employing the individual.

### 4.6. Academic Records

4.6.1. The academic records verification should be done to determine the validity of qualification documents provided by candidates. This should be done with the institution that issued the qualification. Stakeholders should verify a candidate's educational achievements from the secondary to the tertiary level to identify any possible discrepancy that may be present at any stage of the candidate's academic life. It is of note that a candidate can acquire fraudulent qualifications at any stage of his or her academic life; therefore, although a higher qualification may be valid, previous qualifications should still be verified to ensure legitimacy.

#### 4.7. Residential History

4.7.1 All candidates should be asked to provide details of their residential history for the last 10 years (or since attaining the age of 18). This allows investigators to contact and interview current and previous neighbours, where possible, to determine whether the candidate has exhibited any behaviour contrary to the organisation's acceptable standards. A neighbourhood check is not merely a restatement of a candidate's residential history; rather, it includes contacting a sampling of neighbours (including landlords) to determine if any questionable behaviour can be identified.

#### 4.8. Employment History

4.8.1. All candidates should be asked to provide details of their employment history for the last 5 years. However, there may be circumstances where it may become necessary to investigate beyond that 5-year period due to information disclosed by the candidate during the security vetting interview, such as an indication of earlier significant disciplinary matters and terminations. Employment history checks provide a history of the candidate's work behaviour and performance. This is of tremendous value when determining the individual's suitability for clearance.

#### 4.9. References

4.9.1. References supplied by the candidate, and other references supplied by those references, assist in verifying information about the candidate's background. They also provide information that can assist in determining whether the candidate has exhibited behaviours contrary to what is tolerable by the organisation. Oftentimes, the greatest value of references provided by candidates is to assist investigators with identifying secondary references; that is, other individuals who know the candidates.

#### 4.10. Digital Footprint

4.10.1. The advent of social media has created a slew of publicly accessible information that can provide useful insights into an individual's lifestyle, interactions and personal views. It can also assist in determining whether there is any significant concern about an individual's level of maturity and soundness of judgement. Publicly accessible information refers to data that has been published online and is available publicly. This includes information obtained by virtue of accounts on online social media platforms or websites that are available to anyone.

#### 4.11. Financial Profiling

4.11.1. Financial profiling can assist with the formation of a picture of a candidate's financial standing and their ability or willingness to honour just financial obligations. In any event, it will assist in deciding whether any security risk exists such as unexplained wealth. Any possession of wealth that cannot be justified by known sources of income is a concern as it may indicate proceeds from financially profitable criminal acts.

#### 4.12. Associations

4.12.1. A candidate's neighbours, persons within the household, social groups, religious groups, work colleagues and other affiliates can serve as useful sources of information. These individuals can also lead to additional co-workers, friends, and other useful contacts. As with all sources, the relevance and usefulness of the information provided by these individuals depends upon the nature of their relationship with the candidate.

### 5. FORMS AND QUESTIONNAIRES

5.1. Stakeholders should develop the necessary forms and questionnaires that will aid them in capturing the relevant information for the vetting process. Some examples of these forms are attached as appendices to these guidelines and are as listed below:

Security Vetting Interview Form

Employment questionnaire

References questionnaire

Neighbourhood questionnaire

### 6. CREDIBILITY ASSESSMENT REQUIREMENTS

6.1. Credibility assessment tools, such as polygraph and EyeDetect are internationally accepted tools that may be used in assisting in security vetting and investigations. These assessments provide transparency, objectivity and integrity surrounding recruitment or issuance of clearance. It is highly recommended that stakeholders ensure that individuals of positions for which there is a high level of sensitivity undergo a credibility assessment test. In addition, regardless of position or appointment, stakeholders may further employ a credibility assessment to support veracity in other activities such as ongoing security screening programs and investigation activities.

6.2. A list of approved service providers is attached as Appendix 2 to these guidelines.

### 7. RISKS TO SECURITY

7.1. There are several risk factors that may impact the issuance/maintenance of clearance and are considered as security risks. The following security risk factors are to be considered:

The existence of any external loyalties - involvement in certain types of activities external to an organisation are of security concern if they pose a conflict with a candidate's security responsibilities and could create an increased risk of unauthorised disclosure of classified information.

Financial risks - a candidate who is financially overextended and displays compulsive behaviour such as excessive gambling may be at a risk of engaging in illegal acts including corruption to generate funds. This risk is further heightened if the individual is faced with personal financial crises.

Alcohol and drug abuse - Use of illegal drugs or misuse of prescription drugs and excessive alcohol consumption often leads to questionable judgement or the failure to control impulses and can raise questions about a candidate's reliability, trustworthiness and ability to maintain discretion.

Personal relationships - a candidate's association with individuals involved in criminal activities raises questions about a candidate's judgement and trustworthiness.

Criminal history and conduct - involvement in criminal activities creates doubt about an individual's judgement, reliability, trustworthiness, maturity and honesty. It questions an individual's willingness to comply with laws, rules and regulations.

Security violations - deliberate or negligent failure to comply with procedures, rules and regulations for protecting sensitive or security classified information raises doubt about an individual's trustworthiness, judgement, reliability or willingness and ability to safeguard such information, and is a serious security concern.

7.2. Stakeholders should note that the above list is not exhaustive, and all cases must be assessed on its merits. Where an individual refuses to discuss a relevant matter, this should lead to the denial of clearance or the revocation of existing clearance. To safeguard against any potential litigation, stakeholders are advised to seek legal guidance regarding the handling of information developed against a candidate.

## 8. AFTERCARE AND RENEWAL OF VETTING CLEARANCE

8.1. The purpose of aftercare is to investigate matters of a security concern, between periods of normal review, which affects an individual holding a security clearance. This is based on the premise that an individual's personal circumstances may be subject to a significant change which may affect his or her suitability to maintain security clearance. As such, stakeholders should advise their staff members that they have a responsibility to report any changes in their circumstances which may be of relevance to their security clearance. This may require checks to be carried out to determine whether the changes represent a potential risk to security.

8.2. Additionally, a reasonable renewal period for vetting is every two (2) to three (3) years. At the end of the period, employees should be required to undergo a re-vetting process in accordance with duties and roles assigned.

## 9. SUMMARY

9.1. The security vetting process covers a significant area of an individual's life and if carried out proficiently it will unearth the relevant information necessary to make informed hiring decisions and the granting of clearance. When pieced together, information gathered during the security vetting process paints a composite picture of an individual's character and will assist in determining their reliability, suitability, and trustworthiness.

These guidelines will assist stakeholders to establish a suitable and adequate security vetting programme that will assist in reducing the risk to security and mitigate internal threats within the Jamaica Customs Agency's regulated environment. Stakeholders should note that the guidelines are not exhaustive. Consequently, they may seek further assistance from professional security providers in developing and operating their security programs.

## Section II

Physical security combines people, procedures, and equipment to safeguard people, property and information from adversarial threats. Customs regulated areas used for the processing of cargo has an express duty of care to ensure that workers, customers, and cargo are protected. Facility operators are required to implement stringent security controls, physical access control, guarding services, video surveillance, borders, and perimeter infrastructure. These measures must serve to deter, detect, delay and deny adversarial actors. The requirements outlined in this section are not exhaustive and serve only as a baseline for security measures to be implemented by operators.

### Physical Access Control

- 1.1. Operators of Customs controlled areas must designate restrictions for all areas used for the transportation, handling, storage, and inspection of cargo. Appropriate colour coding signage should be utilized to identify spaces and those who are allowed access. Physical Access Control (PAC) must be used to ensure only authorized users access designated areas. These may be manual, machine-aided, or automated access control systems.
  - 1.1.1. All sensitive areas of the warehouse must have appropriate restricted entry
  - 1.1.2. Areas for customs examinations must be designated as restricted with access strictly controlled and limited to maintain the integrity of the cargo. Authorization is required from the JCA and/or the warehouse operator for access to these areas.
  - 1.1.3. Employees and contractors working for the operators must be issued photo identification cards with expiry dates. These cards must be colour coded to indicate areas which the holders are allowed to access. Cards must be worn above the waist and be clearly visible for verification by security personnel before access is granted to restricted areas.

- 1.1.4. Visitors to the restricted areas of the facility must be issued temporary visitors' passes, which must be visibly displayed for the duration of the visit. These passes must indicate if the visitor requires an escort.
- 1.1.5. Agents/Brokers/Customers must provide proof that they have legitimate business at the facility to be allowed access.
- 1.1.6. Firearms must NOT be allowed in the Customs areas, as such warehouse operators must make the necessary provisions for persons' firearms to be securely and appropriately stored. Appropriate signage must be posted outside the facility to notify the public that firearms are not allowed inside. The necessary security controls must be employed to ensure strict adherence to this policy. Customs Officials must NOT be exposed to firearms entering the confines of their work environment.

## Video Surveillance

- 1.2. Video surveillance systems are useful in witnessing events or activities, recording what occurred for evidence, assessing incidents and activities and providing a deterrence effect. To ensure the integrity of the cargo handling, inspection, and clearance processes, and to bolster customer confidence, operators must install and maintain adequate video surveillance systems.

## Functional Requirements

- 1.3. Complete CCTV coverage of entrances and exits, perimeters, all areas used for the transportation, handling, storage, and inspection of cargo.

## Operational Requirements

- 1.3.1. Cameras must be able to show clear images during day or night-time and in less-than-ideal lighting.
- 1.3.2. Cameras covering areas impacted by bright outdoor lighting must incorporate backlight compensation.
- 1.3.3. Cameras in inspection and loading areas must be able to clearly capture writing and labels on cargo; the faces of individuals and the content of cargo being handled.
- 1.3.4. The warehouse operator is to provide the JCA with remote viewing of all cameras as well as provide viewing access to designated Jamaica Customs officials at the warehouse or facility.
- 1.3.5. The warehouse operator must provide access to any footage that the Agency may require for review, investigative or audit purposes.
- 1.3.6. Video retention of all footage for a minimum of ninety (90) days
- 1.3.7. Storage can be in the form of Network Video Recorders (NVR), the cloud and other suitable media.
- 1.3.8. Access to the system must be restricted to authorized personnel only. The systems must require user authentication for access.
- 1.3.9. Video management software must provide an audit trail indicating all interactions with the system.

- 1.3.10. The system must be connected to an uninterruptible power supply (UPS) to facilitate continued recording in the event there is a disruption to the regular power supply.

## Guarding Services requirements

- 1.4. Security guards provide a vital service in controlling access and securing property.
  - 1.4.1. Guards must be registered with the Private Security Regulatory Authority (PSRA).
  - 1.4.2. Security Guards working at warehouses or ports must be vetted by JCF and/or a licensed provider.
  - 1.4.3. Additional vetting should be performed as outlined in the personnel vetting section of this document
  - 1.4.4. Proof of security vetting must be kept on file by the operator.
  - 1.4.5. Operators must employ round-the-clock guarding services.
  - 1.4.6. Guard and post orders must be used to outline the code of conduct and duties for security guards.
  - 1.4.7. Standard Operating Procedures (SOPs) must be issued to security guards outlining how their duties are to be performed.
  - 1.4.8. The JCA must be consulted when developing and revising SOPs.
  - 1.4.9. Guards should be subjected to periodic rotation.

## Physical Infrastructure

- 1.5. Area for the stripping, loading, inspection, and storage of cargo must be appropriately enclosed by wall or chain-link fencing and entry controlled by a door or gate with locking mechanism.
- 1.6. Inside and outside warehouses must be adequately lit.
- 1.7. There must be designated storage space for items detained by the Jamaica Customs Agency, which is clearly defined and secure.
- 1.8. Post inspection storage areas should be located strategically to prevent the backflow of cargo after inspection/examination and release.

## Human Resource, SOPs and Sensitization sessions

- 1.9. Access privilege for employees must be determined by security clearance levels.
- 1.10. Operators will be required to designate specific employees to work in the inspection area.
- 1.11. Operators must have a documented process for the recruitment and selection of employees and maintain employment records for all employees to include photograph and bio data, for access by or share with the JCA upon request to facilitate any investigations.
- 1.12. Employees who handle cargo at any point of the process must be properly vetted by the JCF/ and or a license service provider.

- 1.13. A code of conduct that stipulates sanctions and disciplinary actions for breaches of security measures and other behaviours such as drug use and solicitation, must be developed, communicated, and made available to all staff.

### Security Incident Response Plan

- 1.14. Operators must have a written security incident response plan.  
1.15. Employees and Customs Officials must be sensitized about this plan.  
1.16. A security drill must be conducted at least once every two years

### Non-intrusive Cargo Inspection Equipment

- 1.17. It is the policy of the Jamaica Customs Agency that all domestic import and export cargo must be subjected to non-intrusive inspection utilizing cargo scanning equipment. Consequently, all warehouses and terminals must be equipped with cargo scanning equipment which meets requirements to be outlined by the Agency before acquisition.

## Appendices

### Appendix 1

#### TERMS AND DEFINITIONS

**Aftercare** - refers to procedures to ensure that security clearance remains up to date with relevant changes in circumstances; this includes full renewal of vetting clearance, and informal updates on changes of circumstances and incidents that could affect security clearance.

**Advance Vetting** – This level is the base standard applicable to all candidates occupying or proposed to occupy positions with access to assets classified as RESTRICTED, CONFIDENTIAL and SECRET (authorized).

**Background check** - is the process of verifying that an individual is who they claim to be. It provides an opportunity for someone to check a person's criminal record, education, employment history, and other activities that happened in the past in order to confirm their validity.

**Candidate** - a post holder or an applicant who is the subject of a security vetting process for the purpose of employment.

**Clearance** - an administrative determination that an individual is eligible and suitable, from a security standpoint, for access to sensitive, valuable or security classified information, assets and other resources.



**Confidential**-Information or material which if lost, destroyed or stolen, would have some impact on the operations of the organization.

**Corruption**- a form of dishonesty or criminal offense undertaken by a person or organization entrusted with a position of authority, to acquire illicit benefit or abuse power for one's private gain.

**Criminal Record** - an official record of crimes that a person has committed.

**Criminal Records Check** - the process of verifying a person's criminal history.

**Digital Footprint** -the information about a particular person that exists on the Internet as a result of his/her online activity.

**Digital Footprint Check** - the process of obtaining personal information and data trail an individual creates while using the internet.

**Extra-ordinary Vetting** - This level is applicable to all persons occupying or proposed to occupy positions that are highly sensitive. It allows access to assets classified as RESTRICTED, CONFIDENTIAL, SECRET and TOP SECRET.

**Restricted** -information and material which if lost, destroyed or stolen, would have minimal impact on the operations of the organization.

**Risk Factor** - a characteristic or trait that makes it more likely that something undesirable will happen.

**Risk management** -the process of identifying, assessing and controlling threats to an organization's capital and earnings.

**Secret** - information or material which if lost, destroyed or stolen, would result in serious injury to the operations of the organization.

**Stakeholders** – Organisations operating in areas regulated by Jamaica Customs Agency such as private/public bonded warehouses, sufferance wharves, and in-bond duty free shops.

**Top Secret** - Information or material which if lost, destroyed or stolen, would cause exceptionally grave damage to the operations of the organization.

**Transparency** - the process, situation or statement easily understood or recognized. Appendix 2

### Credibility Assessment Service Providers

**Strategic Control**  
2d Camp Road,

Kingston 5, St. Andrew

**McKay's Security & Consultants Limited**

14A Cargill Avenue  
St Andrew

**Forensic Polygraph Services**

5 Munroe Close  
Kingston

**Guardsman Group**

107 Old Hope Road  
Kingston 6

## Appendix 3

### SECURITY VETTING PERSONAL INTERVIEW FORM

#### PERSONAL INTERVIEW

**Interviewing investigator:**

Date:

Time:

Place of Interview:

#### Applicant's Identification

1. Applicant's Name:
2. Date of Birth
3. Maiden Name:
4. Prior Marriage Names:
5. Aliases and Nicknames:
6. Applicant's home address:
7. Home telephone number:
8. Position Applied for:
9. Current/Previous employer:

**(Note employment history):**

10. Name of Last Supervisor:
11. Employer's address:
12. Employer's telephone number:
13. Spouse's Name: Date of Birth:
14. Maiden Name:
15. Address (if separated)
16. Telephone Number:
17. Occupation:
18. Names, address and telephone number and occupation of Dependents:

19.

**Education**

- 1. Are the academic qualifications listed on your application accurate? .....
- 2. If no, please explain.....
- 3. List other academic qualifications or training not listed.....

**Questions 4 & 5 should be completed by applicants with no previous employment history.**

- 4. Was there ever any disciplinary action taken against you during your school years? If yes, provide an explanation.....
- 5. For recent school attendance (last 3 years) obtain name of instructors, fellow students and associates. **(N.B.**

**If unemployed over a year note a credible reference)**

Name:..... Name:.....  
Address:..... Address:.....  
Phone Number:..... Phone Number:.....

Name:..... Name:.....  
Address:..... Address:.....  
Phone Number:..... Phone Number:.....

Name:..... Name:.....  
Address:..... Address:.....  
Phone Number:..... Phone Number:.....

### Employment

1. Are there any additional periods of employment or unemployment not shown on your application form?.....
2. If so, why were these periods not shown?.....
3. Were you ever dismissed, asked to resign, or left by mutual agreement from an employment? If yes, provide details.....  
.....
4. Have you ever resigned from a position prior to the initiation of or following the completion of an internal/external investigation related to you? If yes, provide details.....  
.....
5. Have you ever testified in court or other hearing/proceedings on issues related to your character or integrity?.....
6. If yes, provide details.....
7. Do you object to having your present/previous employer interviewed?.....
8. If yes, explain in detail.....  
.....
9. Have you ever been the subject of an allegation of misconduct whether substantiated or not?.....
10. If yes, provide details of each allegation.....  
.....
11. Have you ever been interviewed, counselled or reprimanded regarding your conduct or performance in relation to your official duties?.....
12. State reason(s) for leaving your last job. ....

### Self employed/Unemployed

1. If self-employed, what type of work did you do?.....
2. If self-employed, state any two; clients, customers, employees or knowledgeable references.  
Name:..... Name:.....

Address:..... Address:.....

Phone Number:..... Phone Number:.....

3. If unemployed, how did you support yourself?.....

**Personal Conduct**

1. Are you aware of any personal conduct, now or in the past, on your part that could result in blackmail or coercion?.....

2. If yes, explain in full.....

.....

.....

.....

3. Are you aware of any personal conduct, now or in the past, which could cause unfavourable notoriety or embarrassment to the Government?.....

4. If yes, explain in full.....

5. Give the Names and addresses of two neighbours:

Name:..... Name:.....

Address:..... Address:.....

Phone Number:..... Phone Number:.....

### Arrest Record

Inform the applicant that the following questions pertain to arrest action by civilian, military and tax law enforcement authorities in Jamaica and abroad. Inform the applicant that he/she must include all arrests (including those for traffic violations) even though there may have been no conviction(s); the event that led to the arrest or charges; and, any possible involvement in riots or other unlawful civil disorder (does not include lawful and/or peaceful exercises of civil rights).

All incidents must be recorded in detail, even if they were dismissed.

**Questions answered in the affirmative must be explained.**

1. Have you ever been taken into custody, held for investigation or questioning?.....  
.....
2. For What reason?:.....
3. Date and Place?.....
4. Have you ever been charged with an offence?.....
5. Circumstances for release/disposition.....
6. For what violation?.....
7. Date & Place.....
8. Give disposition/finding/penalty.....
9. Second arrest.....
10. Violation:.....
11. Date & Place.....
12. Disposition/finding/penalty.....

### Drugs & Intoxicants

The next questions to be asked pertain to illegal drugs and prescription drugs.

1. Do you now, or have you ever used marijuana, cocaine, cracks, LSD, hashish or any other type of illegal substance? (If yes, give details and answer **all** questions. If no, only answer questions 8 – 13.).....
2. What was the substance(s)?.....
3. Under what circumstances did you use the substance(s)?.....
4. What was the extent of the use, how much, how often, and from when to when was each substance used?.....
5. What were the circumstances of discontinuance?.....
6. Was assistance in cure or rehabilitation required? If so, give details.....
7. Did your use of the substance(s) affect your personality, work, study habits and or home life? If yes, provide details.....
8. Have you ever been involved in any way, with narcotics trafficking and/or sale of marijuana or any other prohibited substance?.....
9. Are you currently or have you ever had prolonged use of drugs prescribed by a physician? If so, what was/is the general nature of the condition or reason of use?.....
10. Have you used or are you currently using drugs other than those prescribed by a physician? (If yes, ascertain if usage is current, whether the use will continue, and if used in the past, what is the applicant’s intention regarding future use.).....
11. Have you ever had family, financial, health or job-related problems due to your use of intoxicants? (If yes, provide explanation).....
12. Has your use of intoxicants ever led to the involvement of the police? (If yes, explain when, where, why, circumstances and resolution).....



### Financial Status

1. Have you ever been involved in any eviction, foreclosure, repossession, bankruptcy or receivership proceedings?.....
2. If yes, explain in full.....
3. Have any civil suits or judgement ever been filed against you in order to satisfy a creditor (s)?
4. If yes, list both closed and pending cases and for each, state the action, and the amount of the judgement.....  
.....(Ask the applicant to explain why it was necessary for creditors to resort to court action and what arrangements have been/were made to discharge obligation(s))
5. Do you or your spouse, own rental property and/or a business which generates income?
6. If business, please state name and type (limited liability, sole trader etc.,)
7. If so, provide all details of ownership, that is, income generated, length of ownership; address of property, etc.....
8. Is it registered for G.C.T.....
9. Have you and/or your spouse in the past, or are any of you currently delinquent in the payment of any taxes?.....
10. If yes, provide full details. ....
11. Do you have any other jobs?.....
12. Do you have any other source of income?.....
13. Regarding any outside source of income, are you paying income tax and remitting your statutory deductions?.....
14. If yes, what is the dollar amount and what arrangements have been, or were made to satisfy these obligations?.....

15. Were you ever involved in a business that was investigated by a Tax Authority or the police?.....

16. If yes, state when, where, position in company, involvement in issue, the authority involved and the final disposition.....

**Political Activity**

1. Are you now a member of, employed in any capacity by, or do you work for a political organization, candidate or elected official? If yes, give full details:.....

.....

2. What position or function do you perform?.....

**Is there any other information or explanation that you would like to give before we conclude the interview?.....**

.....

.....

**Please read the following carefully and sign below.**

I understand that my appointment is conditional upon the verification of the information provided in this interview and that this information, and the information contained on the attached documents is true and complete to the best of my knowledge.

I also understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment, or for dismissal if already employed.

I hereby authorize the \_\_\_\_\_ or Agents acting on their behalf, to verify information presented in this interview.

I also voluntarily authorize the \_\_\_\_\_ or its agents to perform reference checks of my employment, including my current employment, unless otherwise stated.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

---

Interviewer's Signature

---

Date

## Appendix 4

### BACKGROUND INVESTIGATION - EMPLOYMENT QUESTIONNAIRE FORM

Candidate's Name & File Number:.....

Date of Visit:.....

Supervisor's Name:.....

Location/Address:.....

1. Exact dates of supervision: Start \_\_\_\_\_ End \_\_\_\_\_

2. Please state the candidate's final position, duties and responsibilities:

---

---

---

---

3. Do you feel the applicant:

(a) Is efficient and organized? Yes No Don't Know

Comment \_\_\_\_\_

(b) Is conscientious, pays attention to detail? Yes No Don't Know

Comment \_\_\_\_\_

(c) Has initiative, is good at problem solving? Yes No Don't Know

Comment \_\_\_\_\_

(d) Is flexible and interacts well with other people (superiors, peers, subordinates)? Yes  
No Don't Know

Comment \_\_\_\_\_

Is ambitious? Yes No Don't Know

Comment \_\_\_\_\_

(e) Has good communication skills (verbal/written)? Yes No Don't Know

Comment \_\_\_\_\_

(f) Displays management qualities? Yes No Don't Know

Comment \_\_\_\_\_

(g) Is computer literate and technically sound? Yes No Don't Know

Comment \_\_\_\_\_

4. Is the applicant:

(a) Able to; work unsupervised, exercise sound judgment and self-motivated? Yes No  
Don't Know

Comment \_\_\_\_\_

(b) Has good interpersonal skills? Yes No Don't Know

Comment \_\_\_\_\_

(c) Good at people management; able to motivate others (if appropriate)?

Yes No Don't Know

Comment \_\_\_\_\_

5. Do you feel the applicant:

(a) Is honest and loyal? Yes No Don't Know

Comment \_\_\_\_\_

(b) Has a positive attitude and a sense of humour? Yes No Don't Know

Comment \_\_\_\_\_

(c) Is considerate and has a sense of responsibility? Yes No Don't Know

Comment \_\_\_\_\_

(d) Is discrete and security conscious? Yes No Don't Know

Comments \_\_\_\_\_

(e) Is assertive? Yes No Don't Know

Comment \_\_\_\_\_

(f) Is volatile? Yes No Don't Know

Comment \_\_\_\_\_

(h) Copes well under pressure? Yes No Don't Know

Comment \_\_\_\_\_

(g) Is easily influenced, distracted or bored? Yes No Don't Know

Comment \_\_\_\_\_

(i) Has extreme views/tendencies/behaviour? Yes No Don't Know

Comment \_\_\_\_\_

6. Was the candidate good at time management? Yes No Don't Know

7. Were there frequent, unexplained or poorly justified absences? \_\_\_\_\_

8. Has the candidate ever been the subject of an allegation of misconduct whether Substantiated or not? Yes No

If yes, please provide details of allegation (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Has the candidate ever been interviewed, counselled or reprimanded regarding his/her ethical conduct or performance in relation to his/her official duties? Yes No If yes, provide details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Was the candidate dismissed/asked to resign/ resigned by mutual agreement?

If yes, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Would you re-employ this candidate (if it were possible)? \_\_\_\_\_

\_\_\_\_\_

12. Any other comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



Appendix 5

BACKGROUND CHECK - REFERENCE QUESTIONNAIRE FORM

Candidate's Name & File Number: .....  
 Date of Visit:.....  
 Name: .....  
 Address: .....  
 Occupation:.....

1.	How long have you known the person?	
2.	In what capacity have you known the person? (i.e. Social, Business, Relative by birth /marriage, etc.)`-	
3.	Do you know anything about the person's social/leisure activities? (Club, hobbies, and interests)	
4.	In your opinion, how does the individual interact with other people?	
5.	Does he/she show leadership qualities?	
7.	Do you find the individual to be responsible?	
8.	Do you consider the individual to be assertive?	
9.	Do you believe the individual to be an honest person?	

10.	Can you think of anything that could hinder him/her from performing his/her duties?	
11.	Any other comments, observations or other information you would like to share?	

**Referee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

Appendix 6

BACKGROUND CHECK - NEIGHBORHOOD QUESTIONNAIRE FORM

Candidate's Name & File Number:.....  
 Date of Visit:.....  
 Neighbour's Name:.....  
 Address:.....  
 Occupation:.....

QUESTIONS	ANSWERS
1) How long have you known him/her?	
2) What type of person have you found him/her to be?	
3) What type of persons are his/her associates?	
4) Do you know him/her to be involved in any type of business activity?	
5) Do you know him/her to be involved in any political activity?	
6) Do you know him/her to be a user of marijuana or any other types of illegal drugs/substances?	
7) Has anything ever happened at his/her home that led to the involvement of the police?	
8) Are you aware of any conduct on his/her part that could cause embarrassment to the Government?	

9) Is there anything else about him/her you would like to tell us?