



When You Need to Know the Truth

November 25, 2024

*Captain Michael Kos
Oceanside Police Department
3855 Mission Ave.
Oceanside, CA 92058*

Proposal to Provide Background Investigation Services

Introduction/Executive Summary

XPD Investigations is licensed and bonded by the State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services (License #187940), and is wholly owned and operated by George W. Yankovich, Jr. XPD Investigations adheres to all rules and regulations including; P.O.S.T., city, county, state, and federal.

All investigations will be performed in accordance with guidelines promulgated by the Commission on Peace Officer Standards and Training (P.O.S.T.). Additionally, all investigations will be performed in accordance with the guidelines issued for compliance with the Federal Fair Credit Reporting Act and the California Investigative Consumer Reporting Act.

Investigations conducted by XPD Investigations will ensure that only the most qualified applicants are presented for review.

A complete background investigation is considered the heart of the selection process; therefore, a thorough and unbiased investigation that conforms to all applicable state and federal regulations is imperative.

Company Staff

XPD Investigations and was founded in January 2016 by George W. Yankovich, Jr.

XPD Investigations is comprised of a team of typists, proof readers, a computer IT and graphic design technician and background investigators, under the direct supervision of George W. Yankovich, Jr. All team members are independent contractors.

Qualifications

All investigators are retired law enforcement officers with years of expertise in investigative work and have extensive knowledge in investigations. Each brings specialized skills in various fields including forensics, arson investigations, fingerprint interpretations, crime scene investigations and photography. All have been in management positions in some capacity throughout their careers and have completed numerous background investigations in the hiring process. The entire team possesses expert knowledge and skills and handles each case with strict confidence and integrity.

Scope of Work

XPD Investigations contractors maintain a secure and encrypted flash drive or removable drive to store all personal data along with applicants and agencies information. The drive is removed from the computer once work is completed for the day, then reinserted the follow work day. No personal or sensitive data is stored on the computers, cloud or other media sources. In addition, all computers are protected by antivirus/anti-malware, and are secured behind a hardware and software firewall.

In conducting its investigations within 30-45 working days of receiving a signed and completed applicant's Personal History Statement (PHS), and all of its accompanying documents (excluding Weekends and Holidays), XPD Investigations will:

- ◆ Review the Personal History Statement Forms (PHS) with accompanying documents for accuracy to ensure important information has not been omitted or falsified. The applicant's two (2) signed Waivers must include the CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT CIVIL CODE § 1189
- ◆ Make phone contact with the applicant and follow up with an email outlining the background procedure process.
- ◆ Email a list of "Required Documentation" to the applicant and verify all documentation required in meeting the Standards to fill the applicable position.
- ◆ Verify current and prior employment for the past ten (10) years for all law enforcement officers and five to seven (5-7) years for all other backgrounds.

- ◆ Contact current employers, supervisors, past employers, and co-workers .
- ◆ Contact and conduct a personal interview with the applicant and neighbors.
- ◆ Review civil records, DMV driver history (past 5 years), traffic collisions and current vehicle/s insurance. DMV Record print-out must be Original Document
- ◆ Current and past military status - Selective Service System registration (males only) date and number. Copies of DD214
- ◆ High School Diploma or GED-Certificates High School and College Transcripts
- ◆ Obtain financial information that include monthly income and expenses and current credit history-Copy provided by applicant within the past 90-days.
- ◆ Maintain liaison with the department/client/agencies/employer as required.
- ◆ A complete Records Check for the applicant's contacts with all law enforcement agencies where the applicants has lived, worked, attended school/s, maintained an address, or stayed anywhere for an extended length of time.
- ◆ Check for applications, current status and dispositions for all other law enforcement, fire department agencies or government agencies.
- ◆ A thorough Social Media Check of the applicant with all accounts listed.
- ◆ Obtain a color photograph of the applicant for their background file & Cover Page
- ◆ Contact landlord or apartment manager for rent history and law enforcement contact. If home owner; mortgage up to date, civil suits, and or legal judgements.
- ◆ Prepare and submit a completed Background Investigation Report within the specified time. An electronic report will be emailed to the client/agency on or before the due date and all of the investigative reports will be placed in a three-D-ring binder with POST approved tabs and will either be hand delivered or mailed to the client/agency. The agency has the option of picking the binder up.
- ◆ All electronic files will be maintained by the working investigator, typist, and proof reader for a minimum of 120 days; After that all files and notes will be scanned and maintained digitally by XPD Investigations for a minimum of three (3) years. No paper files, notes, PHS or waivers and/or reports will be kept.

Fee Schedule

- ♦ **Non - Sworn Personnel – NON-P.O.S.T. –**
Firefighters, Paramedics, EMT's Ambulance drivers, Parking enforcement Officers, Beach Patrol Officers, Cadets, Explorers, CSO, and all civilian employee positions.
- ♦ A Regular Completed Background Report: 30-45 Working Days \$1,250.00
Additional local fees are Mileage, Parking, Toll Roads, Reports Fees, Postage, etc.
See scope of work for details.
- ♦ **Sworn Personnel – P.O.S.T. Backgrounds –**
Law Enforcement Officers and Dispatchers
- ♦ A Regular Completed POST Background Report: 30-45 Working Days \$1,550.00
- ♦ Sergeants \$1,650.00
- ♦ Lieutenants \$1,750.00
- ♦ Captains \$1,850.00
- ♦ Chiefs \$2050.00
- ♦ A Regular Background Report: 30-45 Working Days \$1, 250.00
- ♦ An Expedite Background Report: 20-35 Working Days Plus: \$ 500.00
- ♦ A Rushed Background Report ~ 20-25 Working Days Plus: \$1,000.00
- ♦ Additional local fees are Mileage, Parking, Toll Roads, Reports Fees, Postage
- ♦ Out of State Agencies: Investigations within California
Includes Personal Interview, Station File Review, & Neighbor Contact.

\$125.00 Hour/2-Hr Min. Plus Expenses

Mileage driven by the investigator and other XPD staff will be billed according to the U.S. Government current year Standard Mileage Rates for Business, along with any minor expenses, i.e., Parking, Toll Roads, Reports Fees, Postage, etc.
- ♦ Major expenses will be billed at an additional cost.

Any additional expenses and/or major expenses will be approved by the client/agency in writing prior to commencement of the investigation.

Major expenses can include, but are not limited to airfare, per diem meals, hotel fees, car rental, mileage, parking fees.

Insurance Bond

Errors and Omissions Coverage includes Commercial General Liability of \$3,000,000, Professional Liability of \$1,000,000, provided by Yergey Insurance Services, LLC
Policy # SPI G28977967-001 ~ Face page of insurance policy upon request.

Contact Information

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Rancho Cucamonga, CA 91730

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Notifications

The assigned XPD Investigator will contact the client/agency during the investigation and also advise the XPD office of any updates or changes every two (2) weeks. XPD Investigations will notify client/agency immediately upon discovery of any information that may/will disqualify an applicant from employment. The assigned investigator and staff will cease any further investigation and the client/agency will be contacted ASAP by phone and email. XPD will proceed with the investigation; only upon request of the client/agency in writing.

The client will also notify XPD Investigations, of information they received and deemed pertinent to the investigation for employment of the applicant.

A partial or discontinued investigation may be caused by the applicant's withdrawal, discovery of falsification to their PHS, submitting false documents, or providing false

information, (verbally or in writing) to either the client/agency or the investigator and will be determined by the client/agency.

Incomplete or cancelled Regular Investigation/s will be billed for hours already worked at a rate of \$125.00/hour, not to exceed 10 hours, plus any incurred expenses. A partially completed report will be submitted to client/agency along with an expense documentation form. A minimum of five (5) hours will be billed.

Incomplete or cancelled Expedited Investigation/s will be billed for hours already worked at a rate of \$125.00/hour, not to exceed 14 hours, plus any incurred expenses. A partially completed report will be submitted to client/agency along with an expense documentation form. A minimum of eight (8) hours will be billed.

The client/agency may stop any background investigation at any time and disqualify any applicant by sending an email or written note authorizing such action to the XPD office.

On occasion information can be received late, in which case a supplemental report with information and/or documents will be submitted directly to the client. Late questionnaires or agency checks will be mailed directly to the client upon receipt.

Billing

Invoices will accompany all completed background reports. It'll be inserted within the front cover of the three-ring binder. An additional invoice will be sent via USPS or as an attachment to the email of the Applicant's Final Report.

Payments are to be made to XPD investigations and due upon receipt of the invoice. This proposal is governed by the Laws of the State of California, County of San Bernardino and in the event of any disagreement between both parties, XPD Investigations maintains the right to have all disputes, reimbursement fees, court costs, legal counsel and any other associated fees to be settled in the Superior Courts within the city of Rancho Cucamonga, County of San Bernardino, CA.

Contract

XPDI Investigations is pleased to provide the foregoing information and submits this proposal/contract for your consideration.

This Proposal is valid for 90 Days (From date on the front page)

This Contract is valid for three (3) years; with an option to renew after 18 months

I have read this contract in its entirety and acknowledge that I understand all the terms and conditions contained herein, and further, by signing below, I agree to be bound by such terms and conditions.

Client/Agency

Date

*Captain Michael Kos
Oceanside Police Department
Patrol Division
760-435.4926
3855 Mission Ave.
Oceanside, CA 92058*

XPDI

Date

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