

# Local Government Executive Finalist Background Screening

## Information Packet

Options  
# 1 - # 2 - # 3

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*Previous Clients / Partial List*

<b>City / Agency</b>	<b>Position(s)</b>
Petersburg, Alaska	City Manager
Clifton, Arizona	Town Manager
San Luis, Arizona	City Manager / Police Chief
Little Rock, Arkansas	City Manager
Alamosa, Colorado	City Manager
Delta, Colorado	City Manager / Police Chief Public Works Director
Dillon, Colorado	Town Manager
Fort Morgan, Colorado	Police Chief
Fountain, Colorado	Police Chief
New Castle, Colorado	Town Administrator
Yuma, Colorado	City Manager
Killingly, Connecticut	Town Manager
Bay Harbor Island Florida	Police Chief
El Portal, Florida	Village Manager
Chiefland, Florida	City Manager Police Chief / Fire Chief
Cocoa, Florida	Fire Chief
Gainesville, Florida	Police Chief
Hendry County, Florida	County Administrator
Hollywood, Florida	Police Chief
Marco Island, Florida	City Manager - Police Chief
Kissimmee, Florida	Police Chief - Deputy Chief Fire Chief
Naples, Florida	Police Chief / Captain
North Port, Florida	City Manager
Punta Gorda, Florida	Police Chief
Key West, Florida	Police Chief
South Palm Beach, Florida	Town Manager
Titusville, Florida	City Manager
Tequesta, Florida	Police Chief / Finance Director
West Melbourne, Florida	Police Chief
Rock Island, Illinois	Police Chief
Webster City, Iowa	Police Chief – Fire Chief
Reinbeck, Iowa	City Administrator
Ottumwa, Iowa	City Manager
Dodge City, Kansas	Police Chief
Ottawa, Kansas	Police Chief
Concordia, Kansas	Police Chief
Leesville, Louisiana	City Manager
Crystal Falls, Michigan	Police Chief
St. Clair County, Michigan	County Administrator Airport & Library Director
Buena Vista, Michigan	Township Manager
Sterling Heights, Michigan	City Manager
Riverside, Michigan	City Manager - ED Manager
Benson, Minnesota	Police Chief
Breezy Point, Minnesota	City Administrator
Luverne, Minnesota	City Administrator
Montgomery, Minnesota	Police Chief
Ortonville, Minnesota	City Administrator

<b>City / Agency</b>	<b>Position(s)</b>
Osseo, Minnesota	City Administrator
Redwood Falls, Minnesota	City Administrator / Police Chief Public Works Director
St. Joseph, Minnesota	Police Chief
Waite Park, Minnesota	City Administrator
Windom, Minnesota	Police Chief
Wheaton, Minnesota	Police Chief
Zimmerman, Minnesota	City Administrator
Lake Ozark, Missouri	Police Chief / City Clerk
North Kansas City, Missouri	City Manager
Monroe City, Missouri	City Administrator
Moberly, Missouri	City Manager
Osage Beach, Missouri	City Manager
Maryville, Missouri	City Manager
Lenoir, North Carolina	City Manager
Oak Ridge, North Carolina	Town Administrator
Zebulon, North Carolina	Town Manager
Ogallala, Nebraska	City Manager
Boulder City, Nevada	City Manager / Police Chief Fire Chief / Finance Director / Airport Director / HR Director
Pahrump, Nevada	Town Manager
Douglas County, Nevada	County Administrator
Los Alamos, New Mexico	Police Chief
Artesia, New Mexico	Fire Chief / Police Chief Community Services Director Utilities Director / HR Director
Aztec, New Mexico	City Administrator
Alamogordo, New Mexico	City Manager
Grafton, North Dakota	City Manager
Galion, Ohio	Police Chief
Newton Falls, Ohio	City Manager
Geneva, Ohio	City Manager
Piqua, Ohio	City Manager
Galion, Ohio	Police Chief
Riverside, Ohio	City Manager / Police Chief
Ardmore, Oklahoma	Police Chief
Oakridge, Oregon	City Manager
Springettsbury, Pennsylvania	Police Chief
West Mifflin, Pennsylvania	Borough Manager
Bluffton, South Carolina	Police Chief / Public Information Officer
Columbia, South Carolina	City Manager
Centerville, Tennessee	Police Chief
Crossville, Tennessee	City Manager – Police Chief
South Fulton, Tennessee	City Manager
South Padre Island, Texas	City Administrator
Westlake, Texas	City Administrator
Abingdon, Virginia	Police Chief
Egg Harbor, Wisconsin	City Manager
Calumet County, Wisconsin	County Administrator
Grand Rapids, Wisconsin	Police Chief
Lake Mills, Wisconsin	City Administrator - Police Chief Finance Director – City Attorney

### **Problem**

Once a Finalist for this position has been identified, you've reached a critical stage in the process. It has become increasingly difficult to gain reliable, first-hand information about prospective hires, especially if they are from outside of your immediate area. Due to litigation concerns, many past employers now wish to provide prospective employers with just basic information such as hiring date, job title, salary, etc.

Just a few examples of information we've recently uncovered for Clients:

- Sexual harassment and misconduct
- Forced resignation - embezzlement
- Falsified / enhanced claims regarding position titles, dates of employment, previous experience, and academic Degree.

### **Solution**

We take the worry out of the most critical part of your process. We handle all the necessary legal documents and paperwork prior to the beginning of the background. (Including Waivers)

### **Option Levels**

#### **Option # 1**

##### **Express Background**

This option provides you with the choice of individual background items. Simply choose which item(s) you would like for us to perform. Upon completion, all information is sent to you either by protected email or via Federal Express for your convenience.

#### **Option # 2**

##### **Professional Standards Background**

This option is a great choice for those Clients who wish to supplement and enhance their existing process. Upon completion of this background, all gathered documents and accessed information is sent to you via Federal Express. (Normally 40 - 60 pages in length)

#### **Option # 3**

##### **Comprehensive Management Profile**

This Option is our most extensive. It is conducted On-site in your Candidate's home area, and includes all 7 background items listed on page 5. Our Consultant travels to the Candidates' city and spends two or three days conducting the On-site portion of the project. (Further details may be found on page 5) After the visit is completed, we draft the formal, written document detailing all accessed information. The Candidate Profile, which includes all narratives, Professional Reference interview synopsis, accessed records, and additional data is then sent to you via Federal Express. (Normally 60 - 80 pages in length)

## **FAQ'S**

**Q: “Why not use our staff, or a local person to do the Background?”**

**A:** Please consider:

- Do they have the expertise to conduct this level of background?
- Do they have previous, professional experience conducting backgrounds at this level?
- Are they willing and able to justify methods used, and document the entire process?
- If so, do they have the experience necessary to provide a credible defense of the process?
- Can they provide the same level and extent of background that we offer?

**Q: “It can’t be that hard, why don’t I just do the background myself?”**

**A:** Please consider:

- Do you feel comfortable relying upon a cursory search of a few on-line sources which only provides you with a limited field of information?
- Do you feel comfortable in limiting your knowledge about your Finalist to just a few letters of reference from previous employers?
- Do you feel comfortable in just phoning References the Candidate has provided?
- Do you know what kind of questions to ask, and how to legally document your interviews?

**Q: How can our Background be performed with no capital outlay to our city?**

**A:** You are probably filling a position which has been vacated due to retirement, resignation, or termination, and your search has taken a few months to reach this point. Therefore, you now have several months of accumulated, unpaid salary from that position. And that is more than enough to offset the cost of any background screening option you may choose.

**Q: “What will our Candidate think if we have a Background conducted?”**

**A:** Most Candidates now realize the importance of having a professionally conducted background performed, and we seldom encounter any hesitancy on their part. (Unless they have something to hide, in which case they normally withdraw from consideration, therefore saving you time and expense!)

### **Why use Gleason & Associates?**

- We have the experience; and stand behind our process!  
We’ve been conducting backgrounds since 1989. We keep up-to-date on current legal issues concerning the hiring process. We have the expertise and resources necessary to properly and thoroughly research the candidate. In fact, we will provide a defense of our process if necessary. (As of this date, we have NEVER had to!)
- We provide an objective, professionally conducted background.  
Don’t rely on ill-prepared, inconsistent methods used by non-professionals which can easily lead to litigation. When you utilize our services, you receive a professionally prepared, extensively written document which will assist in your final hiring decision. In fact, our Candidate Reference Interview format contains more than 50 questions for each individual reference that we interview. Our painstakingly detailed reference checks provide you with exceptional insight into your Candidate. We spend hours discussing your Finalist’s performance with current and former supervisors, peers, and subordinates. .
- Option levels designed to fit individual needs!  
Options Levels are designed to provide you with a choice. You choose both the level, and method by which the background will be conducted.
- We guarantee our services!

### Option Comparison Chart

Just choose the Option which best fits your needs! -----	<b>Option # 1</b> Choose Any Item(s) ↓	<b>Option # 2</b> Includes All <u>5</u> items ↓	<b>Option # 3</b> Includes All <u>7</u> Items ↓
<b>Background Items</b>			
<b><u>Nationwide Civil, Criminal, Financial Search</u></b> Lawsuits, Judgments, Liens, Criminal & Civil Records, Bankruptcies, Corporation holdings, Social Security verification, & more!	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>Employment Verification – Current and Previous</u></b> Written verification of official positions and titles, dates of employment, resignations, terminations, salary & more. We also retrieve Performance Reviews / Evaluations and other data. (Includes current and up to five previous employers) Important information about your Candidate!	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>Academic and / or Degree Confirmation</u></b> One of the most exaggerated areas of a résumé. We verify level and type of degree, date of award, and provide you with Accreditation and Institution information as well.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>Nationwide News, Media, &amp; Public Data Search</u></b> Search and retrieval of current and archived news sources provides you with critical local information about your Finalist. (Option # 3 also includes on-site news search)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b><u>Professional Reference Interviews</u></b> We develop questions based upon your position needs, and then spend hours interviewing those persons who have first-hand professional knowledge of your Candidate such as Supervisors, co-workers, etc. (Includes written transcription, normally 30 – 60 pages)	Not available with Option # 1	<input checked="" type="checkbox"/> 4 Interviews	<input checked="" type="checkbox"/> 5 Interviews
<b><u>Professional Accomplishment Verification</u></b> A commonly exaggerated area on a résumé. We research and confirm your Candidate's claimed accomplishments for you in writing.	Not available with Option # 1	Not included With Option # 2	<input checked="" type="checkbox"/>
<b><u>Candidate Summary and Overview</u></b> This written narrative details your Candidate's background, qualifications, professional accomplishments, strengths and weaknesses, and provides you with additional information which will assist in your final selection decision.	Not available with Option # 1	Not included with Option # 2	<input checked="" type="checkbox"/>
<b>Option Methods:</b>  <b><u>Option # 1</u> is conducted by phone and through on-line research / Quick – Reliable!</b> <b><u>Option # 2</u> is performed by phone and through on-line research</b> <b><u>Option # 3</u> is performed On-site in your Finalist's home city/area – Very extensive!</b>			

### Option costs & time projection information

All price quotes are per candidate (10% discount for 2 or more Candidates)

<b>Option # 1</b>			
<b>Express Background</b>			
<b>What is Included?</b>	<b>How is it performed?</b>	<b>Turnaround time?</b>	<b>What is the Total cost?</b>
Choose any Background Item(s) listed below	Conducted by phone & online	Between 2 – 9 days; depends on nature of item	Individual item costs (See below)
Available Items			<b>Price</b>
Nationwide Criminal, Civil, Financial Record Search			<b>\$250.00</b>
Professional Employment Verification			<b>\$400.00</b>
Academic and/or Degree Confirmation			<b>\$200.00</b>
Nationwide News, Media, Public Data Search			<b>\$250.00</b>

<b>Option # 2</b>			
<b>Professional Standards Background</b>			
<b>What is Included?</b>	<b>How is it performed?</b>	<b>Turnaround time?</b>	<b>What is the Total cost?</b>
Includes <u>all 5 items</u> listed on previous page	Performed by phone & online	Between 7 – 14 days after start of project	<b>\$1,750.00</b>

<b>Option # 3</b>			
<b>Comprehensive Management Background</b>			
<b>What is Included?</b>	<b>How is it performed?</b>	<b>Turnaround time?</b>	<b>What is the Total cost?</b>
Includes <u>all 7 items</u> listed on previous page	Due to exhaustive nature, performed Onsite	Between 7 – 14 days after start of project	<b>\$2,100.00</b> (Next page for travel information)

### On-Site Turnaround Time Information

If an On-Site Background is performed, the actual on-site portion of the project takes approximately two or three days to complete. While on-site, our consultant interviews References, conducts local media and news search, researches and retrieves public data, reviews and retrieves personnel and performance review materials, and performs other local background research. It then takes 4 – 6 days to assimilate all of the data, and then format and print the completed Profile.

### On-Site Project reimbursement information - *(Applies only to On-site choices)*

We make every effort to minimize travel expenses and still perform a quality level background for our client. Project Travel expenses to conduct an On-site are not included in our professional fee, and are client reimbursed using the following schedule:

- If private auto most cost effective - round trip mileage @ .50 cents per mile from our location to candidate's home area.
- If air travel most cost effective - round trip airfare from Minneapolis to Candidate's home area.
- If air travel used, car rental while conducting On-site project, gasoline at cost.
- Airport parking, if any.
- Lodging for one Consultant during project. (Moderate business class accommodations)
- Meals for one Consultant during On-Site - Flat rate @ \$45.00 day.

There are no "add on fees" or hidden charges. No payment due until completion of project, at which time the Client is then sent Invoice. If On-site project was conducted, receipts and Expense Information Sheet are included with Invoice..

### Privacy issues

We work for you. We never share information, or release data to anyone other than our Client.

### Time issues

We make every effort to accommodate the needs of our Client. As mentioned earlier, an On-Site project normally takes between two, to three days to complete. Completion of the project from beginning to end, depends upon:

- The number of Candidates to be profiled
- Candidate's geographical proximity.
- Level of Background requested by Client

At the end of the project, if you have any questions or need clarification on anything, telephone conferencing with our Consultant is also included as part of our service at no additional cost.

### Starting the project

If you have any questions, or if you would like to begin the process, simply phone us and a representative will explain all the details, and answer any questions you may have. A Letter of Agreement will be drafted, based upon your specific Option choice. It will fully outline all details of the project for your review and approval.

We may also request information from you regarding the position itself, it's unique requirements and needs, desired candidate strengths, etc. We also may confer with you regarding any specific areas of concern regarding the Candidate's background you wish for us to research.

We then contact the Candidate, explain our involvement in the process, and answer any questions which he/she may have. We then follow with a letter which further details the Background, and include a Waiver for their signature. If an On-Site is to be conducted, we then set up tentative travel arrangements, and then contact you for approval. Upon return from the On-Site, we assimilate all the data, and compile the information into a formal, written Candidate Profile. It is then sent directly to you via Federal Express. Obviously, we follow all State and Federal guidelines regarding data privacy, and release of information during this project.

### *Special Note !*

In order to provide you with our undivided attention, we undertake only one project at a time. Because of this exclusive commitment, our calendar fills quickly. To avoid potential conflicts, please let us know your anticipated time frame as soon as possible, so that we can accommodate you.



### Biographical Sketch

We are a State licensed Executive Recruitment and Management Consulting firm. Originally founded in 1984, Gleason & Associates, Inc. has been involved in assisting both the private and public sector throughout the country in a variety of ways. Our initial offerings revolved around the delivery of a variety of management services including department evaluations, personnel reviews, promotional examination and evaluations, as well as other administrative consulting services. In order to better meet the needs of our growing client base, we expanded our offerings in 1988 to include search and recruitment services for local government administrative positions. And by 1989 more and more agencies were requesting our firm to provide Finalist Background Profiling to supplement their already existing search and recruitment efforts. Ever since, we have specialized in offering quality Background Profiling to local government.

The firm's founder, Mr. David Gleason brings with him more than thirty years of public sector experience. Having served as a Police Chief, Investigator, and College faculty member in Public Administration, he recognized the need for a firm which could specialize in providing quality Background Profiling to our clients.

Mr. Gleason has directed, or has been involved in hundreds of hiring reviews for cities and counties throughout the nation on virtually every level. He holds a Master's Degree in Administration, and has completed numerous post graduate level courses in Public and Personnel Administration. Other individuals associated with our firm provide extensive legal, personnel, and administrative related experience. Our combined professional backgrounds allow us to provide our client with the best resources available.

Gleason & Associates, Inc. continually strives to bring true professionalism to the field of public sector recruitment and selection. Only through our most sincere efforts to deliver quality services is this possible.

### Recent Testimonials

*Individual references available upon request*

"Thank you so much for your assistance, your Candidate background was professionally done and outstanding!" (Human Resources Manager)

"We appreciate your timely and professional approach. I would highly recommend your services to anyone" (Human Resources Director)

"We almost made a terrible choice, having your firm do our Backgrounds saved us from making a disastrous decision" (City Council President)

"Once again, you have proven your services to be reliable, professional, and well worth the cost" (Village President)

"Without your thorough and professionally conducted background, we would have made a decision that we would have regretted greatly, thank you so much!" (Human Resources Director)

"Your continued service to our city is most appreciated, and you should be commended for your commitment and professionalism. We look forward to working with your firm again" (City Manager)

"Even though I was not offered the position, I appreciate the tact, discretion, and professional manner in which Gleason & Associates conducted this project" (Unsuccessful Candidate)

**G&A**

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