

BACKGROUND INVESTIGATOR

DEFINITION

Under general supervision, performs background investigations of candidates for employment with the Police Department.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from a Police Lieutenant. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Background Investigator is a specialized non-sworn position in the Police Department. Incumbents perform in-depth investigations into the background of prospective employees of the Police Department. Incumbents must utilize considerable independent judgement and discretion when interviewing applicants and references provide by applicants. Incumbents serve at the will of the Police Chief and are in the unclassified service, working on a temporary basis.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but not limited to, the following:)

Interviews candidates for employment regarding information provided to the Police Department in the Personal History Statement.

Interviews references provided by the candidate including relatives, neighbors, current and former employers, and any other people as deemed necessary based on the investigation.

Obtains other documents from the candidate to verify the suitability for employment, including but not limited to a credit history report and criminal history report; provides a narrative interpretation of the report.

Obtain copies of all pertinent accident and police reports from law enforcement agencies.

Travel to various locations as deemed necessary to interview references.

Prepares reports of backgrounds on candidates for employment consistent with POST guidelines.

Other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Investigative interview techniques.

Laws pertaining to confidentiality of criminal history reports and Fair Credit Reporting Act.

Specific laws and standards relating to backgrounds of law enforcement candidates in the State of California.

Report writing techniques.

Word processing programs.

Ability to:

Analyze and organize assignments to provide the most efficient work flow.

Establish and maintain effective working relationships with those contacted in the course of work.

Work a flexible schedule, particularly when traveling out of town.

Use a computer to prepare documents.

Skills to:

Safely operate a motor vehicle.

Operate office equipment, a computer and a variety of word processing and software applications for completion of assigned duties.

MINIMUM QUALIFICATIONS

Minimum of 3 years public safety investigative experience, either as a sworn officer, or as a P.O.S.T. certified background investigator.

SPECIAL REQUIREMENT(S):

Successful completion of the 32 hour POST certified Basic Law Enforcement Background Course within 12 months of assignment.

Possession of a valid California driver's license.

APPROVED: (Signature on File) DATE: 7/24/18
Director of Personnel Services

JTC:scm: 7/24/18