

BACKGROUND INVESTIGATOR

DEFINITION

Under general supervision, performs background investigations of candidates for employment with the Police Department, licensing applicants, sex offenders, and arson offenders.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Police Lieutenant or Designee. 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, licensing applicants, sex offenders, and arson offenders. Incumbents must utilize considerable independent judgement in the course of their investigations, including performing interviews, preparing reports, and maintaining databases. This is an unclassified position which serves at the will of the department director.

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.

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

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

Interviews and performs background check on applicants for various licensing requirements.

Registers sex offenders and arson offenders in compliance with Penal Code; researches background of offenders.

Maintains information in the California Sex and Arson Registry, and makes corrections or works with the Department of Justice to make corrections, as necessary.

Answers questions from sex offenders, arson offenders, and citizens inquiring about sex offenders and arson offenders.

Transports and books sexual assault kits, including completing any related paperwork.

Processes U-VISA certification requests or forwards such requests to the agency with appropriate jurisdiction.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Investigation 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.

Federal, State, and local criminal databases.

Report writing techniques.

Ability to:

Analyze and organize assignments to provide the most efficient workflow.

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.

Communicate clearly and concisely, both orally and in writing, and prepare clear and concise written reports.

Skill to:

Safely operate a motor vehicle.

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

MINIMUM QUALIFICATIONS

Three (3) years of public safety investigation experience.

SPECIAL REQUIREMENT(S):

For assignment to the Personnel Bureau, successful completion of the 32 hour POST certified Basic Law Enforcement Background Course within 12 months of assignment.

Possess and maintain a valid California driver's license at time of appointment and during entire term in this classification.

APPROVED: (Signature on File) DATE: 1/3/22
Director of Personnel Services

NEW: JTC:ek: 3/30/20
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