

POLICE BACKGROUND INVESTIGATOR
PART TIME, TEMPORARY

DEFINITION

To perform pre-employment background investigations for police department employees of all classifications; update and modify elements of the applicant testing procedures to increase efficiency and effectiveness of the process, while remaining in compliance with the law.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

EXAMPLES OF ESSENTIAL DUTIES

Conduct thorough and objective investigations into an applicant's suitability for the position sought;

Review and summarize documents regarding an applicant's work history, criminal history, financial/credit history and personal and professional references;

Interview, both cooperative and reluctant, references;

Develop leads and additional references for corroborative or contradictory information;

Identify and utilize outside resources such as internet, City Attorney, public and law enforcement databases and allied agencies;

Keep detailed and comprehensive notes on assigned investigations;

Prepare summary reports using template formats,

Prepare reports that articulate the correlation between qualifying/disqualifying information and the job dimensions as recognized by POST.

MINIMUM QUALIFICATIONS

Knowledge of :

Modern police investigative methods and procedures.

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Interviewing and interrogation techniques.

Government Code, Labor Code, Americans with Disabilities Act and Fair Employment and Housing Act and POST Guidelines as they relate to the background investigation process, requirements and restrictions.

Ability to:

Analyze information and situations quickly and objectively.

Prepare accurate and grammatically correct written reports.

Recognize significant and relevant information from a variety of documents regarding the applicant's personal history.

Grasp small details during interviews and pursue resultant leads.

Effectively manage multiple appointments and tasks within a set workweek.

Demonstrate initiative in keeping themselves abreast of court decisions affecting their job responsibilities.

Seek training relative to position and be prepared to appropriately apply learning to existing police department policies and practices.

Communicate effectively, both orally and in writing.

Understand and carry out oral and written instructions.

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

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years of sworn law enforcement experience of which two (2) years must have been in an investigative assignment.

Training:

Graduation from a United States high school, passage of the GED or attainment of

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a two year or four year degree from a college or university accredited by the Western Association of Colleges and Universities.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

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