

## **CITY OF FONTANA POLICE BACKGROUND INVESTIGATOR**

**DEFINITION:** Under general supervision, the Background Investigator conducts and compiles personal and professional background investigations for candidates under consideration for hire with the City and Police Department. This is an at-will, part-time, non-sworn position.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Conduct personal and professional background investigations for both Police and miscellaneous City job candidates by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate's family, and personal references.
- Review completed background interview packets, check for completeness, accuracy, inconsistencies, errors, and omissions.
- Obtain and review records from the Federal Bureau of Investigation, Department of Justice, and other State and municipal law enforcement agencies.
- Organize all investigative material in accordance with established procedures.
- Prepare comprehensive reports as to findings and make recommendations to command staff as to the acceptability of candidate.
- Schedule candidates for pre-employment medical testing and obtain and review results.
- Serve as evaluator on interview panels and other testing processes.
- Provide orientation to new police department personnel.
- Represent the Department at job fairs and other recruiting activities.
- Make presentations and educate groups concerning the hiring and background process.
- Travel to conduct work site, neighborhood, and other investigative visits.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of employment.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer or as the situation requires.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Must be able to lift up to 25 lbs.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have the knowledge of:

- State, Federal and local laws related selection standards as set forth by the Peace Officer Standards and Training (P.O.S.T.) Commission.
- Confidentiality laws and issues in regard to background information, personnel records, requests for information on candidates from other agencies, the public or the media.
- Acceptable interviewing techniques and information gathering processes.
- Modern office equipment including computer equipment and software.
- Effective English usage, spelling, vocabulary, grammar and punctuation.
- Police organizational procedures and regulations.

**Experience:** Two (2) years of experience performing the work of a background investigator in a public safety environment. Previous experience performing the full range of duties as a Police Officer is highly preferred.

**Education:** Equivalent to the completion of the twelfth grade or GED, supplemented by college level coursework in Criminal Justice, Public Administration, Organizational Behavior, Psychology or a closely related field. Related experience may substitute for the college-level coursework requirement at the discretion of the Hiring Manager.

**LICENSES AND/OR CERTIFICATIONS:** Possession of a Background Investigator Training Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License or equivalent.

**SUPPLEMENTAL INFORMATION:** Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a background investigation.