



City of Doral, FL Classification Description

Classification Title: Civilian Background Investigator
Department: Police Department
Pay Grade: 114
FLSA Status: NE

GENERAL STATEMENT OF JOB

This position is a non-sworn civilian position is responsible for conducting pre-employment backgrounds. This position reviews potential applicant files and recommends applicant's eligibility for hiring. This position exercises considerable independent judgment.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Conducts investigations into allegations of improper conduct of employees that would constitute a violation of work rules or a violation of law to obtain evidence necessary to affirm or dispel the allegations of improper or illegal activity.
- Interviews and/or interrogates witnesses, suspects, victims, and others, both cooperative and hostile, to obtain information relevant to the investigation.
- Prepares and maintains complete records of the history of each case being investigated, preparing comprehensive documentation for the department with recommendations for the disposition of the investigation and disciplinary process.
- Review completed background interview forms, check for completeness, accuracy, inconsistencies, errors, omissions, and falsifications;
- obtain and review records from Federal Bureau of Investigation, Florida Department of Law Enforcement, Department of Justice, and State and Municipal law enforcement agencies to determine if the candidate was a witness, victim, suspect or perpetrator of any crime;
- Obtain and review arrest reports, witness statements, and other documents (if applicable) to determine if the candidate has the appropriate background to become a Police Department member;
- Interview employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate's family and personal/character references to determine if the candidate has the appropriate background to become a Police Department member;
- Prepare detailed and complete interview statements for each person being interviewed in order to allow a reviewer to draw reasonable and logical conclusions about the prospective candidate;
- Prepare final background investigation package for presentation to the Chief of Police, or his designee, via chain of command;
- Organize all investigative material in accordance with established Department procedures;
- Meet regularly with the unit commander and the candidate to keep them informed of the status of the investigation;
- Prepare a detailed summary of adverse information based upon objective analysis and evaluation of candidate's background, statements from others contacted during the course of the background;
- Complete thorough and detailed background packages for review and final recommendation;
- Represent the Department at job fairs and other recruiting activities;

- Make presentations and educate groups concerning the hiring process including the background investigation process.
- Provide orientation to new Police Officers or Department members (if applicable);
- Performs a variety of responsible administrative, clerical and/or stenographic duties relative to the needs of the department head or commander to whom she/he may be assigned;
- Maintains confidential, personnel, and related files;

Additional Duties:

- Performs related duties as assigned.

MINIMUM EDUCATION AND TRAINING

- High school diploma or GED equivalent.
- Five (5) years of Law Enforcement and investigative experience or equivalent education, training and knowledge is required.
- Background Investigation School certificate preferred.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Knowledge of clerical or trades-based tasks.

Physical Requirements:

- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Applying pressure to an object with the fingers and palm.
- Ability to make rational decisions through sound logic and deductive processes.
- Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.