

Civilian Background Investigator **Town of Middletown Police Department**

DEFINITION

Under the supervision of the Chief of Police or designee, conducts background investigations of potential employees of the Middletown Police Department, as assigned.

The background investigator will conduct investigations of potential employees of the Middletown Police Department by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate's family and references; prepare reports on findings; travel to and from various locations for the investigation; and perform other related duties as assigned by the Chief of Police / designee.

This position requires knowledge of English usage, spelling, grammar, punctuation and written communication skills. This position also requires excellent customer services skills as well as the ability to operate various types of office equipment.

FLSA STATUS

This is an hourly position, limited to a maximum of 25 hours weekly and on an "as needed" basis. This position is non-benefited and is designated as a non-classified, at-will position. Compensation is commensurate with experience.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to the following:

- Interviews candidates for employment regarding information provided to the Middletown 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, and any other documents as required for the background investigation.
- Prepares reports of backgrounds on candidates for employment consistent with Peace Officer Standards and Training (POST) guidelines as well as Middletown Police Department policy.
- Interviews both cooperative and reluctant references.
- Keeps detailed and comprehensive notes on assigned investigations.

- Prepares reports that articulate the correlation between qualifying/disqualifying information and the job dimensions as recognized by POST.
- Travel by automobile or other means in areas outside of Middletown in order to gather background investigation information.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Confidentiality law related to personnel records, handling requests for information on candidates from other departments, agencies, public or media.
- Rationales for confidentiality sufficient to ensure the integrity and personal privacy of candidate background investigation files and all information contained therein.
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigation or investigation file documents.
- Objective symptoms of use of alcohol and commonly used controlled substances, sufficient to recognize when a person may be under the influence.
- Microsoft Windows based programs to include Word and Excel.

Ability to:

- Comprehend selection standards and apply gleaned information for compliance.
- Operate computers and various law enforcement software programs typically used in the position.
- Read, comprehend and interpret detailed, complex written material
- Prepare clear, detailed grammatically correct written reports in compliance with Department expectations.
- Analyze complex ideas or activities into smaller parts; simultaneously consider numerous acts, perceive patterns and relationships; develop theories about past occurrences based on numerous small bits of information or evidence; compare and interpret information; recognize and examine discrepancies; and draw logical conclusion.
- Manage time sufficient to prioritize and combine investigations when practicable to ensure compliance with deadlines.
- Handle several cases at one time.
- Utilize appropriate investigative techniques for an administrative investigation to frame a reflective image of the candidate's background.

- Communicate and deal tactfully, persuasively and effectively with co-workers, supervisors, management and public
- Demonstrate cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economic backgrounds.
- Work cooperatively as a part of a team
- Work collaboratively with other government agencies.
- Ability to work autonomously, needing little direct daily supervision while accomplishing tasks assigned.
- Remain calm and focused when interviewing distraught or angry persons
- Demonstrate effective interpersonal skills required to discuss matters that are of a sensitive and sometimes inflammatory nature with candidates, supervisors, and managers
- Listen, in-person and on the telephone, as required to pay close attention to what is being said and ask follow-up questions
- Develop pertinent questions for interviews, perceive when the person being interviewed has not understood, rephrase or clarify questions, follow-up on unanswered questions or conflicting statements and keep the interview focused on the material to be covered
- Maintain strict confidentiality of sensitive information and data.
- Maintain information for accountability of all required records.
- Ability to pass a comprehensive pre-employment background investigation.
- Ability to pass random drug screening and pre-employment screening as required by the Town of Middletown.

EXPERIENCE AND EDUCATION

Experience:

Ten years of full-time experience where duties consist of investigation of major crimes, background investigations, report writing, or other relevant law enforcement research experience.

Education:

High School diploma or equivalent.

LICENSE AND/OR CERTIFICATES

Possession of a valid driver's license, at time of application and meet and maintain licensing requirements in accordance to Town of Middletown Policy.

Use of personal vehicle may be required. Applicant must meet and maintain all insurance requirements required by law.

Successfully complete an approved Background Investigators course or training program within the first six months of employment.

Must be able to secure DELJIS, NCIC and other necessary law enforcement clearances and certifications.

DESIRABLE QUALIFICATIONS

Prior experience as a Law Enforcement Background Investigator.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting individuals; bodily mobility to lift and maneuver supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

SELECTION PROCESS

The selection process will be based on, but not limited to the candidates successfully completing the following steps:

- Resume
- Application
- Completion and review of Confidential Questionnaire
- Completion of a writing sample and Interview
- Background Investigation / Fingerprinting
- Final Review
- Pre-employment requirements for all Town of Middletown employees