



RECRUITING INVESTIGATIONAL ASSISTANT

COMPETITION: #23151-50176175

SECTION: Recruiting Services, Training & Recruiting
STATUS: Temporary full-time
DURATION: One year (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
HOURS OF WORK: Tuesday to Friday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 21 - \$34.23 to \$40.29 per hour
COMPETITION END DATE: Thursday, December 14, 2023

Responsible for managing and coordinating the gathering of open-source information in support of the Recruiting Services Unit (RSU); provides assistance to members on priority investigations; and searches for, collects, cross references, assesses, organizes, and compiles a variety of sources and background information in support of RSU investigations.

ESSENTIAL DUTIES

- Ensures documentation of all activities and information with regard to assigned open-source investigations
- Identifies and leverages the use of technology to gather online information for pre-employment background screenings
- Prepares narrative and statistical reports relative to findings, provides recommendations, and assembles a variety of supporting materials and documentation
- Conducts detailed searches for hiring-related information and references multiple sources such as police databases, surveillance videos, social media, and the internet
- Reviews data, identifies correlations, and assembles detailed subject profiles, background information, and timelines
- Administers and delivers section specific requests in accordance to the Unit's needs, and utilizes VPD approved software to document investigations and complete reports
- Acts as a resource person to support open-source queries, information, and software technology for the RSU
- Receives and records tips from the public following public media releases, determines validity of information, and refers as appropriate
- Investigates, researches, and reports on all relevant RSU metrics, including, but not limited to, application and background information
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the methods, techniques and processes employed in conducting background research with open source resources and the rules of disclosure and evidence, including the role of notes, tagging and digital evidence.
- Considerable knowledge of practices and procedures for open source investigations.
- Considerable knowledge of the statutes, case law, legislation and investigative techniques governing the work performed.
- Working knowledge of the functions of internal units and external agencies as it relates to the work performed.
- Ability to utilize computer software and open source resources.
- Ability to perform detailed background searches and to assess and interpret data and information and identify correlations.
- Ability to communicate effectively orally and in writing.
- Ability to recognize when a social media post is of potential interest to an investigation, is potentially damaging to the reputation of the VPD, or if a police response is required.
- Ability to prepare and maintain a variety of narrative and graphic materials related to the work such as reports, information summaries, bulletins, maps and charts.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.



- Advanced Word, Excel, and PowerPoint skills.
- Ability to work in a dynamic, fast-paced, team environment.

EXPERIENCE

- Related investigative experience

EDUCATION

- Completion of Grade 12, supplemented by post-secondary courses related to the work, such as courses in open source for investigations, internet investigations, Hunchly software, and cybercrime, plus sound related experience OR an equivalent combination of training and experience

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

SELECTION PROCESS

Candidates will be required to take the following steps:

- A written exam based on knowledge, skills, and abilities
- Submit a workup on a profile to be provided at the closing of the posting
- Must pass all tests in order to be interviewed

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. The competition number must be indicated in the subject line of the email.