

Job Title: Personnel Investigator – Professional Standards / Internal Affairs Background

Location: Statewide California (with flexibility for remote and travel across California)

Employment Type: Part-Time (or Contract, depending on candidate preference)

Company: Palicon Group — California-based investigative, security, and consulting firm.

Salary: Competitive, commensurate with relevant internal affairs / professional standards investigations experience

About Palicon Group

Palicon Group is a Southern California-based firm specializing in private investigations, security services, and public safety consulting. We serve both public and private sector clients throughout California, offering personnel investigations, workplace investigations, threat assessments, pre-employment screening, and more. Our team is comprised of experienced former law enforcement professionals who value integrity, discretion, and results.

Position Summary

We are seeking an experienced Personnel Investigator who brings a strong background in internal affairs or professional standards investigations (ideally from a law enforcement agency) to join our California-wide investigations team. In this role you will lead and execute confidential personnel and workplace investigations on behalf of employer clients (public and private), managing all phases from case intake through investigative planning, interviewing, evidence gathering, analysis, reporting, and presentation of findings.

Key Responsibilities

Receive and assess investigation referrals from clients, determine scope and objectives.

Plan, conduct, and manage investigations of employee misconduct, policy violations, harassment/discrimination complaints, internal investigations, professional standards units, etc.

Conduct subject and witness interviews with tact, neutrality, and legal/ethical awareness.

Gather, review, and analyze documentary, electronic, audio/visual, and physical evidence.

Assess credibility, evaluate facts, apply policy/law, and determine findings.

Prepare clear, comprehensive, defensible investigation reports that summarize methodology, findings, analysis, conclusions, and recommendations.

Maintain confidentiality, chain-of-custody, documentation integrity, and compliance with relevant statutes and client requirements.

Provide testimony or present findings in administrative, civil, or legal proceedings if required.

Communicate effectively with clients, provide status updates, and offer professional recommendations when relevant.

Travel regionally across California as needed, respond to onsite investigative requirements.

Maintain case files, records, and ensure adherence to Palicon Group's investigative standards and best practices.

Required Qualifications

Two (2) years of experience at the mid-management level or higher.

Minimum of 5 years (or equivalent) of combined experience in professional standards/internal affairs division within a law enforcement agency, or equivalent investigations role in a public sector entity.

Proven track record conducting administrative or personnel investigations, including interviewing, evidence collection, report writing, and presenting findings.

Excellent interviewing, analytical thinking, report-writing, and communication skills.

Demonstrated ability to maintain objectivity, discretion, professionalism, and integrity.

Familiarity with employment law concepts, workplace investigations, discipline processes, investigative procedures, and professional standards-type investigations.

Bachelor's degree preferred (or equivalent combination of experience/training).

Valid California driver's license; willing to travel across California as needed.

Ability to work independently, manage multiple cases, meet deadlines, and deliver high-quality work product.

Preferred Skills & Additional Assets

Certifications or specialized training in investigative interviewing, workplace investigations, criminal investigations, internal affairs, or related fields.

Experience with case-management software, electronic evidence/tools, data analytics, and digital forensics.

Familiarity with California employment law, regulatory compliance (e.g., California Department of Fair Employment and Housing (DFEH) complaints, Title IX, etc.).

Strong technical literacy (file management, digital evidence, chain-of-custody, report software).

Ability to present findings clearly to senior-level executives and/or legal counsel.

Why Join Palicon Group?

Join a highly respected investigative and consulting firm with a strong law-enforcement heritage and client base in both public and private sectors.

Engage in meaningful work that supports organizational integrity, accountability, and professional standards across California employers.

Competitive compensation, flexible assignment opportunities, and potential for professional growth.

Collaborative environment with fellow former law-enforcement professionals and investigators.

Opportunity to utilize and build on your internal affairs/professional standards experience in a private-sector investigation context.

How to Apply

Please submit your resume, a brief cover letter, and a redacted sample investigative report (if available/appropriate) to admin@palicongroup.com with the subject line:

“Personnel Investigator – Internal Affairs Background – [Your Name]”

In your cover letter, please highlight your internal affairs/professional standards investigation experience, your key strengths (interviewing, evidence collection, report-writing), and your willingness to travel throughout California.

Applications will be reviewed confidentially and only those meeting our criteria will be contacted for further steps.