



Police Investigator

Summary

Conduct independent criminal investigations in a variety of areas; prepare reports and develop cases for prosecution.

Class Characteristics

General supervision is provided by the Police Sergeant; responsibilities may include the indirect supervision of officers and/or support staff.

This is the working level investigative class in law enforcement, performing all duties required to effectively respond to and resolve the normal scope of investigative duties. Incumbents may be assigned to narcotics, homicide, robbery, sexual assault, property, fraud, auto theft, and other criminal investigation areas. Positions are rotational with incumbents assigned to the investigation unit for a period of time as determined by the Police Chief. This class is distinguished from the Police Officer class in that detectives are primarily involved in criminal case investigation rather than patrol, traffic, juvenile, crime prevention, and similar law enforcement functions. It is further distinguished from the Police Investigations Sergeant in that the latter is the first supervisory level over the investigative function.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Conduct in-depth criminal and crime scene investigations related to specific area of assignment; ensure comprehensive collection and analysis of evidence and completion of detailed documentation related to incidents.

Testify in court, as required; conduct interviews of suspects, witnesses, and victims.

Analyze methods of operation, patterns, and characteristics of crimes and criminal records to identify trends and patterns.

Provide technical investigative assistance to departmental staff and outside agencies, as required.

Coordinate detective detail activities with internal police staff and other involved parties; recommend standards for investigative approach to cases within the detail.

May perform as an undercover agent, arranging and maintaining surveillance and stakeouts; apprehend law violators and make warrant arrests; serve search warrants.

When not carrying out investigations, may patrol the City carrying out usual Police Officer duties related to the protection of life and property.

Perform related duties as assigned.

Skills/Abilities:

Conduct complex and detailed investigations of criminal activities and incidents.

Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.

Remain calm and take appropriate action in tense situations.

Read, interpret, and apply complex laws, procedures, and policies.

Make rapid, sound independent judgments within legal and procedural guidelines.

Prepare clear and concise reports, records, and other written materials.

Understand and follow oral and written directions.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Basic principles, methods, and techniques related to the investigation of crime scene, physical evidence, and criminal activities.

Fundamentals of police work including traffic control and crime prevention.

Rules of evidence, laws of arrest and court procedures.

Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.

Safety practices and precautions pertaining to the work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Two years of experience as a sworn law enforcement officer.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Non-exempt