



**POLICE INVESTIGATOR
(TEMPORARY / PART-TIME)**

DEFINITION

Under general supervision, the part-time Police Investigator performs a variety of complex, highly skilled investigative work, which may include assignments to the most difficult and sensitive investigations and may include assignment as an investigative specialist; performs other related duties as required. The part-time investigator will prepare cases for trial and testify in court.

EXAMPLES OF DUTIES The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Interviews complainants, suspects, relatives and others involved in assigned investigative cases; Obtains statements, documents and related factual evidence.
- Examines court, police, public and governmental records needed for investigations.
- Reviews information obtained to determine whether offenses have been committed or if further investigation is necessary to recommend or advise against issuance of complaints.
- Keeps records and prepares reports relating to investigative work.
- Makes field investigations and inspects crime scenes, gathers, analyzes and preserves evidence concerning crimes.
- Collects, analyzes, and provides evidence concerning crimes.
- Provides witness assistance.
- Testifies in court.
- Prepares and serves search warrants.
- Uses firearms safely and accurately.
- Makes arrests.
- Assists other law enforcement agencies in special assignments.
- Serves subpoenas.
- Conducts surveillance and undercover investigations.
- Initiates investigations based on observations and information received from other sources.
- Obtains information from computer systems.
- Reviews information obtained to determine whether to recommend civil action or filing of criminal complaints.
- Performs other related duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

Knowledge of:

- Current investigative processes, procedures, and techniques employed in crime detection and criminal investigation.

- Federal, state, and local laws, regulations, and rules relating to investigations, arrests, and evidence.
- Procedures of Court and rules of evidence in court trials.
- Principles of report writing.
- Utilization and availability of resources in investigation assistance beyond the District Attorney's office.

Ability to:

- Work under volatile conditions and with hostile persons.
- Meet tight deadlines.
- Organize and prioritize workload to manage cases efficiently.
- Testify in court in a direct, clear and concise manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Safely operate a vehicle.
- Recall names, facts, faces, and incidents.
- Observe and analyze situations accurately, think and act quickly in emergencies, and adopt an effective course of action.
- Interact effectively with citizens and public officials under conditions requiring tact and judgement; assess the credibility of witnesses.
- Obtain information through interrogations and/or interviews.
- Read and understand technical material in such disciplines as medicine, physical and social sciences.
- Read and understand legal codes and cases.
- Maintain accurate notes and prepare clear, concise and comprehensive reports.
- Make sound recommendations and decisions.
- Gather, assemble, analyze and evaluate facts and evidence and draw logical and valid conclusions.
- Operate photographic, recording and graphic equipment.
- Operate computers and use word processing, spreadsheets and databases.
- Use the internet.

MINIMUM QUALIFICATIONS

Education: Minimum education of United States high school graduation or passage of GED or another approved equivalency test.

Experience: Five (5) years of experience in law enforcement work, including at least two (2) years in investigative specific law enforcement work.

Age: Must be 21 years of age upon hire.

Citizenship: A candidate must be legally authorized to work in the United States under federal law at the time of appointment. (Applicants may be in the process of obtaining legal authorization upon application but will need to show proof of legal authorization to work in the U.S. under federal law before being hired.)

Peace Officer Status: At the time of appointment, incumbents must meet the Peace Officer Standards stipulated in Section 832 of the Penal Code and Section 1029-1031 of the Government Code.

Certificate: Possession of a California POST Basic Academy Certificate or higher.

License: Possession of a valid California Class C driver's license with an acceptable driving record.

Physical: Physical health, strength, stature, and agility to meet the physical demands of police work as determined by an agility test and a pre-employment physical exam.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Conduct: No felony convictions and good personal conduct.

ADA COMPLIANCE

Physical Ability: Positions in this class may require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting.

Heavy Work: Exerting more than 50 pounds of force occasionally, and/or more than 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and can chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.