



Job Code: 0643
FLSA: NE
Unit: PCEA
Revised: 1/90

POLICE INVESTIGATOR II

DEFINITION

The Police Investigator is a non-sworn position. Under general supervision, the Police Investigator is responsible for the investigation of crimes for which sworn personnel are not required; perform crime scene technician duties; assist juvenile officers in runaway and missing person cases; and perform related duties as required.

The Police Investigator position differs from the Community Service Officer in that the investigator is responsible for the conduct of the entire investigation process on assigned cases.

Persons in this classification are required to work shifts as assigned, work weekends and are subject to call back.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from a Police Sergeant or Police Lieutenant; exercises no supervisory requirements.

TYPICAL DUTIES

1. Conduct investigations of non-hazardous crimes (i.e., check and credit card fraud, petty thefts, vandalism, etc.). Coordinate investigation duties with other agencies.
2. Assist detectives in non-hazardous duties related to the investigation of more complex and/or hazardous crimes. Duties include but are not limited to interviewing and taking statements from non-violent suspects, victims and witnesses; writing reports; obtaining records from private and government sources; etc.
3. Perform crime scene technician duties to include photographing crime scenes, gathering and processing evidence, taking evidence to crime labs for further processing, operating property evidence room in absence of assigned personnel, etc.
4. Assist juvenile officers in counseling juveniles and parents. Participate in juvenile runaway and missing persons investigations.

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5. Give presentations to groups on law enforcement topics related to duties.

MINIMUM REQUIREMENTS

Ability to:

1. Plan and organize in order to determine and establish priorities, coordinate activities and manage time.
2. Interview/question individuals to obtain specific information.
3. Read, understand and interpret laws; read, understand and follow written policies, regulations and both verbal and written instructions.
4. Perform crime scene technician duties, including gathering evidence, fingerprint analysis, photography.
5. Work independently with minimal supervision.
6. Work shifts, weekends, holidays, and available for call-out details.
7. Speak before groups.
8. Communicate clearly and concisely, both verbally and in writing.

Knowledge of:

1. Criminal investigation principles, practices, and techniques dealing with such things as: evidence collection, identification and preservation, interviews and interrogation, fingerprints, sources of information use and protection of informants, collection and use of intelligence information and case processing.
2. Investigative research, resources, agencies, personnel and services.
3. Availability and function of specialized social service/referral agencies.

Education:

High school graduation, or GED equivalent required.

Experience:

Experience in a field(s) in which required skills are applied is desirable.

License:

Valid Class C California driver's license.

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