

POLICE INVESTIGATIVE SPECIALISTDEFINITION

Under general supervision, performs responsible investigative work in any one of the Department's divisions.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Investigates a variety of crimes but does not make arrests. Depending on the assignment, may investigate check frauds, property crimes, domestic violence, indecent exposure, obscene and threatening phone calls, bomb threats, prowlers, certain sex offenses, certain crimes against persons, vehicle collisions, gang-related crimes, and other offenses. Interviews suspects, victims and witnesses; compiles photographic line-ups and shows them to victims and witnesses. Runs records checks and investigates the criminal background of suspects; conducts investigations of individuals, businesses and corporations applying for ABC, bingo, adult entertainment and similar permits; serves as a liaison with outside agencies; identifies, preserves, collects and packages all types of evidence; in certain instances dusts for latent prints, photographs evidence, takes measurements and draws diagrams and sketches; coordinates the scientific analysis with the crime lab; performs forensic reconstruction of collisions, including conducting speed and distance studies; inspects vehicles for mechanical defects; arranges for emergency taps or line traces with the phone company; prepares comprehensive reports, including case documents and materials for submission to the district attorney for prosecution; reviews cases with the district attorney's office, contacts judges for warrants and files warrants with the court clerk; makes arrangements for surrender of suspects wanted on warrants; coordinates the arrests of suspects by sworn officers; serves subpoenas and testifies in court; trains other police personnel in investigative techniques; enters data into departmental computer systems for analysis and record keeping; performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Incumbents in this class perform independent criminal investigations. This work differs from sworn investigative assignments in that it typically involves the investigation of misdemeanor (as opposed to felony) crimes. Occasional felonies are investigated by incumbents of this class. Unlike Police Service Officers, who may perform some investigative assignments, the Police Investigative Specialist carries a full criminal case load and has responsibility for the full resolution of each case. Incumbents do not make physical arrests.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of experience comparable to that of a Santa Ana Police Service Officer performing field or investigative duties. College level course work in police science or a closely related field may be used in combination with experience to provide the knowledge, skills and abilities listed below. Investigative and report writing experience is desirable but not required.

DESIRABLE KNOWLEDGE SKILLS AND ABILITIES

Knowledge of: Departmental rules, regulations, policies and procedures relevant to the Police Investigative Specialist position; criminal and vehicle code and the legal aspects of non-sworn public safety work; the criminal justice process from suspicion to conviction; and research, data, and evidence collection techniques as they pertain to criminal investigations.

Skill in: the use of personal computers, teletype and other departmental systems that enhance or are required in investigative processes.

Ability to: obtain relevant case information through interviews, research, and data collection; write reports, prepare cases for filing and give clear and concise testimony; analyze a situation and make sound, practical decisions; and establish and maintain effective working relationships with witnesses, victims, prosecutors, district attorney employees and co-workers.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful individuals are inquisitive, resourceful, detail oriented and thorough when investigating cases. They prefer to work independently without close supervision, and can effectively manage caseloads and determine priorities. Successful performers write clear, concise and thorough reports. They convey a professional image and can be compassionate toward victims, witnesses, and, at times, suspects.

Class title established per Council Resolution No. 89-070
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