

POLICE INVESTIGATOR I

JOB DESCRIPTION

Classification Responsibilities: A Police Investigator I performs varied and responsible investigative and clerical work not requiring police authority within the Police Department. Assignments may include the specialized areas of gang, neighborhood drug interdiction, photo safety and towing, and criminal justice information which encompass intelligence, special investigations, criminal investigations, and technical services. All incumbents are generally responsible for utilizing computerized equipment to obtain or enter police-related data/information and compiling reports or maintaining records in their respective assignments.

Specific duties in the ***Gang and Mobile Field Force Detail*** include, but not limited to: assisting with investigations utilizing various public safety and open source databases; assembling subject packets; constructing photo line-ups by scanning and retrieving pictures; preparing suspect bulletins; and assisting with search warrants, surveillance, and other details. Attending various gang intelligence meetings, conferences, and department meetings as determined by a supervisor. Responsibilities at these meetings may include taking and distributing minutes and updating telephone contact lists. Maintain and update the Gang Member Identification Criteria (GMIC) database including the coordination of security access to the system; train new law enforcement users and assist with related instruction in various settings; and respond to Rule 15 requests. Maintain Gang Unit and Mobile Field Force roster and equipment database. Complete various informational reports to include CompStat and Task Force related reports.

Specific duties in the ***Neighborhood Drug Interdiction Detail*** include: coordinating the fleet maintenance for the undercover operation; entering data from confidential informant files; recognizing when an informant's status has changed; maintaining an inventory of supplies and equipment; and assisting with the auditing of asset forfeiture files.

Specific duties in the ***Photo Safety and Towing Detail*** include: reviewing and approving photo safety citations; conducting research on red light camera or speeding on green light citations to determine the identity of the violator; running a database search on the vehicles and driver's license through the Department of Public Safety's (DPS) website to determine appropriate party; comparing photos and addresses of everyone at the registered address to determine if the violator is within the household; conducting further research if the respondent names a different driver from the violation; issuing citations when the violator is determined; preparing paperwork and exhibits for court hearings; testifying in court; collecting tow forms; preparing paperwork for the distribution and release of the vehicles towed; researching stolen, recovered, or abandoned vehicles to determine the rightful owners; comparing Vehicle Identification Numbers (VIN) with license plates and researching discrepancies; meeting the state-mandated deadline of notifying the rightful owner within three days of impound; determining if the vehicle is in a default situation with the lender, prior to releasing the vehicle; releasing vehicles to the registered owners and collecting applicable fees; serving as a liaison with the tow companies; and reviewing the officers' tow slips to ensure adherence with departmental procedures.

Specific duties in the ***Criminal Justice Information Detail*** include: providing redaction to audio and video evidence in compliance with applicable public records laws (to include Axon videos, footage obtained from Evidence, interviews, and 911/Radio tracks) for public requests/subpoenas. Utilize a wide range of computer systems to include Adobe Suite, Microsoft Office Suite, and a variety of law

enforcement specific programs. Provide internal and on the job training on the systems utilized by this squad. Locate 911/Radio audio tracks for court purposes as well as public requests. Duties also include investigating and reporting any equipment usage abnormalities or non-compliance and testifying in court to show chain-of-custody of video and photo evidence. Some assignments may involve performing fieldwork such as: packaging evidence on search warrants; assisting sworn officers with surveillance activities/sting operations; writing supplementary police reports; having some mechanical ability to set up/work cameras; and a willingness to respond to callouts at night. A Police Investigator I may train volunteers and oversee their work. This class performs related duties as required and are subject to recall to accomplish these tasks.

Distinguishing Features: Police Investigator I is a civilian classification that performs work of a quasi-police nature. Work requires considerable independence, initiative, and judgment in performing the duties of a specific functional area. Supervision is typically received from a sworn employee who reviews work through direct observation, reports, meetings, and results achieved. The Police Investigator I is distinguished from the Police Investigator II's and III's by the latter's greater responsibility involved in investigating cases from the beginning to final disposition. Also, the Police Investigator I assignments involve more data entry duties than the other classifications. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to good (1 - 3 years) public contact experience in a law enforcement/public safety environment; OR considerable (3 - 5 years) public contact work involving adverse situations and the explanation/interpretation of policies and procedures.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation examination is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from high school or GED preferred. Some (6 months - 1 year) experience utilizing a computer to enter and retrieve information is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, public officials, and personnel from various agencies to verify/obtain information, ensure compliance with City codes and state statutes, and assist with follow-up investigations. Instructs and trains others assigned to work in specific detail. Prepares written documents including: supplemental reports, teletypes, statistical reports, information bulletins for dissemination, forms, and correspondence to individuals or agencies with clear orderly thoughts using proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with federal, state, and county regulations and laws, and departmental procedures/policies. Inspects and evaluates information such as: video footage, confidential informant cards, narcotics hotline data, and asset forfeiture files. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to deliver information or supplies, conduct interviews, conduct inspections, recover stolen property, or to assist with surveillance and sting operations. Searches, controls, and handcuffs prisoners for transport to and from jail (*by assignment*). Ensures the working condition of fleet vehicles (*by assignment*). Uses common hand tools to install and maintain technical services equipment (*by assignment*). Operates a variety of standard office equipment including: personal computer (PC), copy machine, ten-key calculator, and microfiche reader. Enters data into a PC in order to update, maintain, retrieve, and locate information on wanted subjects and check entered warrants. Prepares and updates charts and spreadsheets pertinent to assignment area. Prepares bundles of forms, mail, and information materials for mailing and distribution. Sorts, files, and distributes reports, mail, or flyers. Performs physical inventories of supplies and equipment. Works with normal, routine, personal protective equipment to search suspects and their property when assisting on search warrants. Moves objects weighing up to 50 pounds for distances up to 200 feet to set up command posts, to make recoveries of stolen property, or to install body-worn camera equipment (*by assignment*). Works in a variety of weather conditions while performing tasks in the field. Works in cramped areas while on surveillance/sting operations.

Mental: Evaluates and assigns the work of volunteers. Prioritizes own work and that of volunteers. Coordinates work activities with other police units, other City departments, outside agencies, and insurance companies. Resolves work-related problems. Conducts research and analyzes data regarding assigned detail. Performs mathematical calculations to prepare status reports or assists with budget preparation. Comprehends and makes inferences from written material including bulletins, and intelligence information. Conducts research and analyzes data from computer records to locate persons with outstanding warrants and pass the information on to sworn officers. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

basic data processing methods;
City of Mesa geography and street locations;
Police Department objectives, procedures, and terminology; and
the English language and basic writing techniques.

Ability to:

acquire a working knowledge of various criminal and vehicle codes, police writing requirements, and security and privacy requirements of police information;
analyze situations quickly and objectively;
express ideas clearly and concisely, orally and in writing;
deal effectively with the public, often in stressful situations;
operate a PC in order to enter and retrieve data;
check serialized items through National Crime Information Center (NCIC) for stolen property;
follow-up on local and NCIC warrants that are confirmed via computer entry by performing a records check and forwarding the information to the warrant's unit;

check suspect photos for required information, and log, classify, and file suspect photos;
check license and VIN for stolen vehicles and distribute reports;
check standardized filing forms submitted by narcotics and Special Operations Division Detectives team officers by verifying information such as the acceptability of indicated purchase prices for drugs;
maintain an accurate record of surveillance hours and number of arrests on a PC;
enter records of seized monies and properties into a PC and update status after a court decision;
perform field work by packaging evidence on search warrants, obtaining physical information for a search warrant, and assisting in completing the search warrant log; and
establish and maintain effective working relationships with coworkers, supervisory personnel, the public, and other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CDP/lv/sb

CS3818.DOCX (Full-time)

CS3861.DOCX (Part-time)

EEO-Para

JOB FCTN-GEN

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 45

PAY GRADE: 45

IND-7720

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 66-200