

## **POLICE INVESTIGATOR II**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Investigator II performs responsible investigative work not requiring police authority within the Police Department. Assignments may include the specialized areas of Missing Persons, Homicide, Special Victims, Police Hiring, and Sex Offender Notification, Enforcement, and Tracking (SONET). Initial police reports are received from officers, or sometimes another law enforcement agency, which establishes the case load for the incumbent. Occasionally, a Police Investigator II takes the initial report. Incumbents are generally responsible for reviewing police reports to determine the urgency of the situation, initiating attempt to locate (ATL) reports, contacting other agencies/investigative leads/probation officers, etc. for additional information, and utilizing automated systems to research criminal history and perform background checks. Incumbents in this class conduct non-suspect interviews and may monitor suspect interviews. Additionally, an employee in this class will write lengthy supplementary police reports, compile reports and statistics to document activity within the assigned unit, perform detailed redactions of police reports within the assigned unit as requested by various agencies and citizens, and may be required to testify in court.

Incumbents will assist sworn personnel by creating and disseminating crime trend information/bulletins to other areas within the Police Department, assisting with the collection of records, evidence, Rule 15, etc. for detective's investigations, and attending and reporting related operational information at Compstat meetings, as requested.

Specific duties in the ***Homicide Unit*** include: investigating cases where funeral homes have reported that doctors failed to sign the death certificate and an investigation is required by the Office of Medical Examiners (OME), researching and investigating "cold cases", creating and managing a spreadsheet and timeline for incoming tips for large-scale cases, and creating photo lineups.

Specific duties in the ***Missing Persons Unit*** include: investigating cases where schools have reported that parents failed to show proof of residence or birth for a child; apprehending and/or detaining juveniles; counseling runaways and their parents; and recommending final disposition such as juvenile court, a juvenile shelter, or the First Offender Program.

Specific duties in the ***Police Hiring Unit*** include: conducting background investigation interviews, making follow-up phone calls and sending faxes/letters on applicant files, preparing pre-employment report summaries, assisting unit personnel with scheduling appointments and giving conditional job offers, assisting with Police Officer Recruit orientation, answering applicant questions, and assisting with recruiting and testing.

Specific duties in the ***Sex Offender Notification, Enforcement, and Tracking Unit*** include: analyzing and conducting a risk assessment on sex offenders who recently moved to Mesa, investigating and researching information received from the National Center for Missing & Exploited Children (NCMEC) to build the case and allow sworn detectives to take action, performing routine address verifications on low level Registered Sex Offenders (RSOs), managing Offender Watch program, and processing court document requests.

Specific duties in the *Special Victims Unit* include: researching and investigating “cold cases”, reviewing and determining proper dissemination of summary reports and school reports received from Department of Child Safety (DCS), assisting other agencies with collection of sexual assault examination kits, performing audits on the medical suite equipment, periodically conducting online searches for persons who are unable to be located to allow detectives to continue working the case, locating individuals in a condensed timeframe for specific court cases, creating and managing a spreadsheet and timeline for incoming tips for large-scale cases, and creating photo lineups.

Some assignments will assist with subpoenas and court order processes, prepare numerous teletypes, assist national law enforcement agencies during the course of an investigation, and require a willingness to respond to call-outs at night for large scale investigations. This position is responsible for performing other related duties as required.

**Distinguishing Features:** Police Investigator II is a civilian classification that performs work of a quasi-police nature. Work requires considerable independence, initiative, and judgment in performing the investigations required. Supervision is typically received from a sworn employee who reviews work through direct observation, reports, meetings, and results achieved. Police Investigator II is distinguished from Police Investigator III by the latter's greater responsibility of investigating felony crimes and filing charges. Police Investigator II is distinguished from Police Investigator I by the former's greater degree of investigatory work and the processing of cases from beginning to end. 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 graduation from high school or GED. Good (1 - 3 years) public contact experience in a law enforcement/public safety environment.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation.

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

**Preferred/Desirable Qualifications.** Good (1 - 3 years) investigation experience in a law enforcement/public safety environment is preferred. Some (6 months - 1 year) experience utilizing a computer to enter and retrieve information is preferred. Bilingual (English/Spanish) speaking skills are desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, management, public officials, and personnel from various agencies including probation officers or medical examiners to verify or obtain information and conduct follow-up investigations which may involve in-depth interviews. May testify in court. Instructs and trains others assigned to work in the Missing Persons Unit, Police Hiring Unit, Homicide Unit, Special Victims Unit, or SONET Unit. Prepares written documents which may include: initial and supplemental police reports, court referrals, statistical reports, information bulletins for dissemination, teletypes, pre-employment report summaries, and correspondence to individuals or agencies with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work products of others to ensure compliance with federal/state/county regulations and laws, and departmental procedures/policies. Evaluates information indicated in police reports. Apprehends/detains juveniles. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to conduct interviews with persons having additional information on a missing person, sex crimes investigations, address verifications, or death investigations. Operates a variety of standard office equipment including a personal computer (PC), copy machine, facsimile machine, and microfiche reader. Enters data into a PC in order to update, maintain, and retrieve information. Prepares and updates charts regarding missing persons, sex crimes, sex offenders, or death investigations. Prepares forms, mail, and information materials for mailing and distribution. Sorts, files, and distributes reports, mail, teletypes, national missing children information, or crime information bulletins. Works with normal, routine, personal protective equipment to search suspects and their property when assisting on search warrants. Works in a variety of weather conditions while performing field work.

**Mental:** Evaluates and assigns the work of volunteers. Prioritizes own work and that of volunteers. Coordinates work activities with other police divisions, other City departments, schools, outside agencies, and courts. Resolves missing person cases or sex crimes cases, and work-related problems. Recommends final disposition on cases. Conducts research and analyzes data from police reports, investigative interviews, and criminal history checks. Performs mathematical calculations to prepare status reports. Comprehends and makes inferences from written material including police reports, bulletins, and intelligence information. Learns job-related material through on-the-job training and in a classroom setting.

### **Knowledge and Abilities:**

Knowledge of:

basic data processing methods;  
Police Department objectives, procedures, and terminology;  
the English language and basic writing techniques; and  
security and privacy requirements of police information.

Ability to:

acquire a working knowledge of various criminal codes and statutes, and police writing requirements;  
obtain information through interview and observation;  
analyze situations quickly and objectively;

express ideas clearly and concisely, orally and in writing;  
deal effectively with the public, often in stressful situations;  
receive runaway, missing persons, or death reports from officers and determine the urgency of the situation;  
broadcast reports of runaway, missing persons, or wanted persons;  
apprehend and detain juveniles, and determine if officer assistance is necessary;  
perform field work by packaging evidence on search warrants 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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JOB FCTN-GEN

INCREMENTS 47-200

PAY GRADE: 43

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