

POLICE INVESTIGATOR III

JOB DESCRIPTION

Classification Responsibilities: A Police Investigator III performs responsible investigative work in the Document Crimes Unit within the Criminal Investigations Division of the Police Department. An employee of this class primarily performs detailed investigations of felony cases involving bad checks (NSF, closed account), forgery, and fraud-related theft, credit card-related crimes, identity theft, counterfeit currency, and fraudulent schemes (local and international). Specific duties include reviewing evidence such as: bank statements and cancelled checks; reviewing crime reports; conducting investigative interviews with suspects, victims, and witnesses; writing initial and supplementary police reports; obtaining, serving, and returning all types of subpoenas; testifying in court; assist with writing search warrants; preparing cases for prosecution; submitting items into evidence; filing charges with the County Attorney's Office; and recommending dispositions for cases. The Police Investigator III frequently handles questions from defense attorneys and provides recommendations to prosecutors and probation officials regarding jail sentencing and restitution. This position will also assist the unit supervisor as needed. This class is responsible for performing related duties as required.

Distinguishing Features: Police Investigator III is a civilian classification that performs police work without having the power of arrest. This classification is unique in that it is the only civilian position authorized by the County Attorney's Office to sign as the complainant on criminal complaints as a sworn officer does. Incumbents should be knowledgeable about financial records and transactions and maintain effective communications with fraud investigators in the banking industry. A Police Investigator III is the Police Department's liaison with the Maricopa County Attorney's Office, U.S. Secret Service, and the U.S. Postal Inspection Service. Work requires considerable independence, initiative, and judgment in performing the investigations and related duties. Supervision is typically received from a sworn employee in the Criminal Investigations Division who reviews work through direct observation, reports, meetings, and results achieved. 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 and considerable (3 - 5 years) public contact experience. Individuals must also have a minimum of two years sworn law enforcement experience involving fraud investigations OR a minimum of two years of experience in a financial institution OR a minimum of four years of investigative experience for a law enforcement agency.

Special Requirements. Must possess a valid 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 or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification. Experience investigating bad checks, forgery, credit card fraud, fraudulent schemes, or interpreting financial records is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, suspects, victims, and witnesses, other City employees, management, public officials, bank officials, jurors, and personnel from various agencies to verify, obtain, or provide information, conduct follow-up investigations and in-depth interviews, and file cases for prosecution. Testifies at preliminary hearings before the state of Arizona Grand Jury, City Court, Justice Court, and at trial in Maricopa County Superior Court. Instructs and trains others assigned to work in the checks and fraud detail. Prepares written documents which may include initial and supplemental police reports, statistical reports, suspect information bulletins for dissemination, all forms of subpoenas as necessary, and correspondence to individuals or agencies with clearly-organized thoughts using proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work of others to ensure compliance with federal/state/county regulations and laws and departmental procedures/policies. Inspects financial records and statements. Operates a motor vehicle requiring a standard Arizona Driver's License to deliver and pick up information or subpoenas and conduct interviews. Operates a variety of standard office equipment including a personal computer (PC), copy machine, and ten-key calculator. Enters data into a PC in order to compile a case for submission to the County Attorney's Office. Prepares and updates monthly statistics to indicate number of cases cleared and provide CompStat data. Observes subjects during surveillance to locate suspects. Works with normal, routine, protective equipment (rubber gloves) to search suspects and their property when assisting on search warrants. Works in a variety of weather conditions while conducting interviews, obtaining and serving subpoenas, and locating suspects. Conducts training utilizing lesson plans on financial crime investigations.

Mental: Prioritizes own work. Coordinates work activities with other police divisions, outside agencies, financial institutions and the County Attorney's Bad Check Program. Resolves cases and work-related problems. Recommends final disposition on cases including restitution and jail sentencing. Conducts research and analyzes data obtained from victims, witnesses, banks, and other law enforcement agencies. Performs financial analyses for bad check/fraud investigations. Performs mathematical calculations to determine crimes committed and prepare status reports. Comprehends and makes inferences from written material including police reports, bulletins, and bank records. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

Police Department objectives, procedures, and terminology;
the English language and basic writing techniques;
various financial/bank records; and
security and privacy requirements of police information.

Ability to:

acquire a working knowledge of various criminal statutes and codes and police writing requirements;
operate a PC;
conduct in-depth investigative interviews with victims, suspects, and witnesses;
interpret bank records and financial transactions to determine if a crime has been committed;
acquire a working knowledge of county attorney charging standards on crimes ranging from Class 1 misdemeanors up through Class 2 felonies;
acquire a working knowledge of the County Attorney Bad Check Program;
understand the rudiments of handwriting comparison;
construct photo line-ups for witnesses;
analyze situations quickly and objectively;
express ideas clearly and concisely, orally, and in writing;
deal effectively with the public, often in stressful situations;
check suspect information on crime reports received from officers by running driver's license, vehicle registration, and criminal history checks;
perform field work by packaging evidence on search warrants, obtaining physical information for a search warrant, and assisting in completing the search warrant log;
assist the unit supervisor as needed; and
establish and maintain effective working relationships with coworkers, supervisory personnel, the public, financial institutions, 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 do 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.

Revised 1/17

TR/js/kc

CS4035.DOCX PAY GRADE: 45

EEO-Para IND-7720

JOB FCTN-ADM SWORN-No

INCREMENTS 47-200