

POLICE WARRANTS INVESTIGATOR

JOB DESCRIPTION

Classification Responsibilities: A Police Warrants Investigator performs responsible investigative work in the warrants detail within the Police Operations Division of the Police Department. An employee of this class primarily performs detailed investigations on individuals with outstanding City of Mesa warrants and performs process server functions. Specific duties include: serving Orders of Protection to the public and recording the data into a computer database; serving Notice of Asset Forfeitures along with a sworn officer; contacting Department of Correction facilities to arrange for prisoners that have outstanding warrants to be transported from the correction facilities; making decisions on whether to extradite prisoners and setting up transports with sworn Warrants Officers; writing search warrants; receiving faxed guest lists from motels to run names for outstanding warrants; performing investigative work on warrants using various computer systems such as the County computer, Police Information Management System (PIMS), City Court, Utilities, and Qwest; investigating probationers with outstanding City of Mesa civil fines; writing supplemental reports and teletypes regarding outstanding warrants; and assisting sworn officers with the extradition of persons with Mesa warrants. This class is responsible for performing related duties as required.

Distinguishing Features: The Police Warrants Investigator is a civilian classification that performs police work without having the power of arrest. This class requires State Certification as a private process server. Incumbents must be knowledgeable about civil law, subpoenas, summons, etc. Work requires considerable independence, initiative, and judgment in performing the investigations and related duties. Supervision is received from a sworn employee in the Patrol Resources Division who reviews work through direct observation, reports, meetings, and results achieved. The Police Warrants Investigator class is distinguished from the Police Investigator II class by the latter's State Certification as a process server and additional liability risk. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) progressively responsible public contact work involving adverse situations and the explanation/interpretation of policies and procedures. Good (1 - 3 years) experience utilizing a computer to enter and retrieve information.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. State of Arizona certification as a private process server must be obtained within one year of hire. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph 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. Experience in a law enforcement/public safety environment is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, suspects, other City employees, management, public officials, and personnel from various agencies to verify or obtain information and conduct investigations. May testify in court. Instructs and trains others assigned to work in the Warrants detail on how to run warrant checks. Prepares written documents which may include initial and supplemental police reports, statistical reports, information bulletins for dissemination, teletypes, forms, 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, and county regulations and laws, and departmental policies/procedures. Operates a motor vehicle requiring a valid Arizona Driver's License to serve Orders of Protection and Asset Forfeiture notices and transport prisoners. Searches, controls, and handcuffs prisoners for transport to and from jail. Operates a variety of standard office equipment including a: personal computer (PC), copy machine, and facsimile machine. Enters data into a PC in order to update, maintain, retrieve, and locate information on wanted subjects and check entered warrants. Works with protective equipment (rubber gloves, bulletproof vests, etc.) to serve Asset Forfeiture notices and when assisting on search warrants. Sorts, files, and distributes reports and mail. Performs physical inventories of supplies and equipment. Works in a variety of weather conditions while performing field work.

Mental: Prioritizes own work. Evaluates and assigns the work of volunteers. Coordinates work activities with other police divisions, other City departments, and outside agencies. Resolves work-related problems. Conducts research and analyzes data from police reports and criminal history checks. Coordinates pick up of prisoners in County and City jails within Arizona. 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:

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;
check suspect information on crime reports by running Driver's License, vehicle registration, and criminal history checks;
operate a PC in order to enter and retrieve data;
conduct investigative interviews;
write police reports, supplemental reports, and search warrants;
transport subjects from correctional facilities;
maintain an accurate record of hours worked, warrants cleared, and number of Orders of protection/Asset Forfeiture notices served;
perform field work in order to perform process server functions and assist with search warrants;

deal effectively with the public, often in stressful situations;
analyze situations quickly and objectively;
express ideas clearly and concisely, orally and in writing; and
establish and maintain effective working relationships with coworkers, police 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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TO/vl

CS4195.DOCX

EEO-Para

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-GEN

INCREMENTS 47-200

PAY GRADE: 45

SECURITY-Yes

CDL-No

IND-7720

SWORN-No