

## CIVILIAN INVESTIGATION SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Civilian Investigation Specialist is responsible for providing professional, customer focused service to the public while investigating crimes that do not require the presence of a sworn Police Officer. Specific duties include: responding to non-emergency criminal incidents that are not in progress; interviewing victims, witnesses, and reporting parties to obtain information necessary to conduct a complete and thorough investigation; analyzing details of cases and producing accurate and detailed reports of crimes including, but not limited to, burglaries, auto thefts, fraud, forgery, identity thefts, threats, assaults, violations of court orders, harassment, shoplifts, thefts, criminal damage, missing persons, and runaways; gathering and processing evidence of all types; photographing evidence; fingerprinting; providing court testimony; and conducting follow-up or other duties deemed necessary by the division's Criminal Investigations supervisor. This class performs related duties as required.

**Distinguishing Features:** The Civilian Investigation Specialist is a civilian position that is assigned to a division within the Police Department and performs work of a quasi-police nature. Supervision is received from a sworn supervisor or comparable civilian supervisor. Employees in this class participate in an on-the-job training program that includes criminal law, interview techniques, investigative techniques, evidence recognition and processing, photography, fingerprinting, report writing, testimony/courtroom demeanor, driving skills, and customer service. This classification is distinguished from a Police Officer by the fact that the employee is not a sworn officer, does not carry a gun, does not respond to in-progress incidents, does not have contact with suspects, and does not make arrests. A Civilian Investigation Specialist is required to wear a specified uniform and works rotating shift work, including weekends and holidays. 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) customer service or citizen assistance experience.

**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 is required. Candidates given a conditional job offer will be required to pass a psychological evaluation. Must successfully pass Terminal Operator Certification (TOC) from the Department of Public Safety within one year of employment.

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

**Preferred/Desirable Qualifications.** College coursework in criminal justice, evidence collection, photography, or related fields is preferred. Bilingual (English/Spanish) speaking skills is desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public including victims and witness, sworn officers, coworkers, and supervisors in order to conduct investigations, answer questions, explain procedures, handle complaints, and gather and process evidence. Testifies in court. Prepares written reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar that meet police report writing requirements.

**Manual/Physical:** Operates a motor vehicle requiring a standard Arizona Driver's License to conduct interviews and gather evidence. Inspects and visually investigates crime scenes (burglaries, robberies, thefts, etc.) for the collection and preservation of evidence. Photographs, processes and lifts latent prints. Casts shoe impressions. Listens and communicates via police radio. Operates a personal computer (PC), typewriter, copier, printer, and camera in order to process reports. Works in a variety of weather conditions while performing fieldwork.

**Mental:** Prioritizes own work. Determines procedures/methodology to be used when identifying, collecting, and processing evidence. Comprehends and makes inferences from written material including: various statutes, ordinances, and departmental policies and procedures in order to apply them to various situations. Learns job-related material in a classroom setting and through on-the-job training.

## **Knowledge and Abilities:**

Knowledge of:

law enforcement activities and the organization of a police department;  
City of Mesa geography and street locations;  
criminal codes and statutes, criminal offenses and contributing elements under City and state laws;  
methods and techniques of investigative interviewing; and  
basic report writing and preparation methods.

Ability to:

listen, communicate, and work effectively with a diverse group of people;  
comprehend and make inferences from written material;  
learn applicable laws, statutes, policies, and procedures;  
exercise sound judgment and solve problems using deductive reasoning;  
produce detailed and accurate written reports;  
learn job-related tasks and skills through oral and written instruction and on-the-job training;  
learn photographic techniques;

learn techniques of gathering and preserving physical evidence;  
learn standard techniques for processing fingerprints;  
present accurate and professional testimony in court;  
provide thorough analysis; and  
establish and maintain effective working relationships with the general public and City employees.

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.

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TR/sb

CS4200.DOCX

EEO-PSW

JOB FCTN-GEN

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 47

IND-9410

SWORN-No

Non-DOT Random-Y

DOT-N

INCREMENTS 72-200