

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE INVESTIGATIVE AIDE I

DEFINITION:

Under general supervision, to review and analyze misdemeanor arrest reports and citations prior to being forwarded to the City Attorney's Office for prosecution; to perform routine investigations to enhance misdemeanor crime cases that have a low solvability factor; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Receives, reviews and analyzes misdemeanor arrest reports and citations to determine that the elements of the crime are present to support the charges, the detention was legal, the search and seizure was legal, and the defendant's statements are admissible in court;
- Gathers and obtains statements by witnesses;
- Obtains booking numbers;
- Checks prior criminal records;
- Checks proper appearance dates, times, and locations;
- Forwards completed misdemeanor arrest and citation packages to the City Attorney's Office for prosecution;
- Receives, reviews, and analyzes misdemeanor crime cases;
- Enhances cases by developing leads through the use of information contained in the various police computer systems, statements of witnesses, police documents, and factual materials relating to cases;
- Locates and interviews witnesses;
- Processes impounded and found property;
- Maintains logs and prepares statistical data;
- Responds to citizen complaints and requests for information;
- Performs related work as may be required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a P.O.S.T. certified Basic course for Peace Officers; **OR** successful completion of a P.O.S.T. certified Reserve Peace Officer Level I Training Course; **OR** successful completion of 9 semester units of criminal justice coursework in Criminal Justice or Administration of Justice, which must include California Criminal Law, Evidence, and Criminal Procedures (which must include Search and Seizure).

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.