

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE INVESTIGATIVE SERVICE OFFICER I – 1699

NOTE: formerly 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 community service and non-hazardous police functions; to perform routine investigations to enhance misdemeanor crime cases that have a low solvability factor; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Processes, reviews and analyzes misdemeanor arrest reports and citations prior to being forwarded to the City Attorney's or District Attorney's Office for prosecution;
- Forwards completed misdemeanor arrest and citation packages to the City Attorney's Office for prosecution;
- Gathers and obtains statements by witnesses and prepares identification composites;
- Checks prior criminal records and proper appearance dates, times, and locations;
- Assists with reports of misdemeanors when there are no immediate suspects;
- Responds to requests for non-hazardous police services including searching for lost children and elders, residential security checks, and checks reports of health and safety hazards;
- 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 the case;
- Assists in transporting seized, found, lost or abandoned property or evidence and non-injured accident victims, witnesses, victims of crimes and police personnel;
- Interprets local, state, and federal laws;
- Maintains logs , prepares statistical data, and performs data entry and retrieval;
- Directs traffic at accident scenes, fires, or other locations;
- Protects crime scenes from bystanders and assists with collecting crime scene evidence;
- Issues parking citations and misdemeanor citations for improprieties and places holds on stolen property;
- Provides information to the public relative to community alerts, crime prevention, and referral information to appropriate agencies, assists with coordination of public meetings;
- 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.

One year of full-time experience providing assistance and detailed information to the public regarding company/organization services, which must include interpreting policies, procedures, rules, and/or laws and resolving customer complaints **AND** proof of 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.