

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE INVESTIGATIVE SERVICE OFFICER II - 1678

NOTE: formerly Police Investigative Aide II

DEFINITION:

Under direction, to review and analyze misdemeanor and felony arrest reports and citations prior to being forwarded to the City Attorney's Office or the District Attorney's Office for prosecution; to perform the more complex community service and non-hazardous police functions; to perform investigations to enhance misdemeanor and felony crime cases that have a high solvability factor; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Processes, reviews and analyzes misdemeanor and felony arrest reports and citations prior to being forwarded to the City Attorney's or District Attorney's Office for prosecution;
- Forwards completed misdemeanor and felony arrest and citation packages to the City Attorney's Office or District 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;
- 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;
- Develops leads and testifies in court proceedings as required;
- 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;
- Investigates and reports vandalism, grand theft, annoying or threatening phone calls, certain residential and commercial burglaries and crimes against property;
- Investigates non-injury and minor-injury vehicle accidents with fault determination and field reporting;
- Identifies, processes, collects crime scene evidence and including latent prints at designated crime scenes;
- Takes reports of misdemeanors where there are no immediate suspects and prepares missing adult, hit-and-run and other similar reports;
- Directs traffic at accident scenes, fires, or other locations;
- Assists in transporting seized, found, lost, or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Provides information to the public relative to community alerts, crime prevention, referral information to appropriate agencies and assists with coordination of public meetings;
- Reports observed crimes in progress that require immediate police attention;
- Issues parking citations and misdemeanor citations for improprieties and places holds on stolen property;
- Trains detectives and officers in computer operation procedures;
- Conducts research utilizing various law enforcement information systems and the Internet;
- May assist in the training of new employees and less experienced subordinates.
- Interprets local, state, and federal laws
- Maintains logs , prepares statistical data, and performs data entry and retrieval;
- 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/12 quarter college-level units of course work in Criminal Justice or Administration of Justice, which **MUST** include California Criminal Law, Evidence and Criminal Procedures (which must include Search and Seizure); **AND** one year of experience conducting in-depth analysis and review of arrest reports, processing impounded property, and conducting in-depth computer research to obtain information for crime analysis and case load management. Experience may not be substituted for the educational requirements. Possession of a valid California Class C Driver License.

***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.