

## **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 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, and collects crime scene evidence, 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, and referral information to appropriate agencies; and assists with coordination of public meetings;

\* **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.

- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a City of San Diego Police Service Officer (formerly Community Service Officer), **OR** 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 1 Training Course, **OR** one year of full-time experience providing assistance and detailed information to the public regarding company/organization services and resolving customer complaints, **OR** one year of full-time experience interpreting policies, procedures, rules, and/or laws, **OR** an Associate's Degree in Criminal Justice, Administration of Justice, or a closely related field, **OR** successful completion of 9 semester/12 quarter college-level units of course work in Criminal Justice or Administration of Justice, which must include Criminal Law, Evidence, and Criminal Procedures (which must include Search and Seizure), **OR** attended a California P.O.S.T certified basic course for peace officers, or certified reserve peace officer level 1 training course at the San Diego Regional Public Safety Training Institute within one year from date of application; **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. Possession of a valid California Class C Driver's License may be required.