

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE CODE COMPLIANCE SUPERVISOR

DEFINITION:

Under direction, to supervise subordinates engaged in the investigation and enforcement of City Codes and Ordinances related to a variety of police regulated businesses; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is reserved for those positions in the Police Department that conduct field investigations of police related businesses.

* **EXAMPLES OF DUTIES:**

- Supervises subordinates engaged in and participates in the most complex investigations of complaints of criminal activity related to police regulated businesses such as money exchange houses, pawn shops, second hand stores, swap meets, car wrecking yards, bingo parlors, circuses, carnivals, dance clubs, escort services and fire arms vendors;
- Assigns investigations to subordinates;
- Conducts ride-along investigations;
- Reviews and recommends procedural changes;
- Develops training programs for subordinates;
- Mediates and resolves employee disputes and grievances;
- Reviews and performs tactical actions, planning investigations, surveillance, undercover work and interviews of business suspected of involvement in criminal activities;
- Interviews witnesses, suspects and victims;
- Issues or requests criminal charges through the City or District Attorney's office;
- Supervises the preparation of and prepares investigative reports and case materials for hearings and legal proceedings, and may act as the City's primary representative at the hearing to present evidence and testimony;
- Questions and cross examines witnesses at hearings and in court;
- Testifies at hearings and in court;
- Conducts field inspections of various businesses and properties for compliance with applicable codes and regulations;
- Determines if code violations exist;
- Explains and interprets the governing codes;
- Researches property ownership;
- Searches files and records to obtain data required in the conduct of inspection and/or investigation;
- Collects and documents evidence;
- Explains the violation and corrective measures required to license holders and their representatives;
- Encourages voluntary compliance;
- Issues notices of violation, including misdemeanor and felony citations;
- Evaluates proposed legislation for impact on enforcement activities and makes recommendations to supervisors;
- Drafts municipal code language regarding police regulated businesses licensing activities;
- Presents orientations for police regulated business owners and licensees to inform them about regulations and codes;
- Prepares responses to route slips;
- Maintains records;
- Prepares reports and correspondence;
- Coordinates the provision of equipment, tools and other materials needed for investigations;
- Selects, trains and rates the work of subordinates;
- Performs related work.

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.

Two years of experience in the enforcement of County, State, Federal or other codes which must include field investigations, inspections and the responsibility for complaint resolution, **AND** one year of experience enforcing City codes by investigating complaints of criminal activity related to police regulated businesses. Successful completion of the California Commission on Peace Officers Standards and Training "Power of Arrest" course pursuant to Section 832(a) of the Penal Code. Possession of a valid California Class C Driver's 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.