

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**POLICE CODE COMPLIANCE OFFICER - 1361**

**DEFINITION:**

Under general supervision, to conduct field investigations in the 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. Positions classified at this level may be underfilled with Code Compliance Officers, in accordance with the City's Career Advancement Program.

**\* EXAMPLES OF DUTIES:**

- Investigates 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;
- Investigates vehicle abatement cases, abandoned and illegally parked vehicles, and illegal vehicle repair shops;
- Conducts tactical actions, planning investigations, surveillance, undercover work, and interviews of business owners suspected of involvement in criminal activities;
- Interviews witnesses, suspects, and victims;
- Issues or requests criminal charges through the City or District Attorney's Office;
- Prepares investigative reports and case materials for hearings and legal proceedings and acts as the City 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 and encourages voluntary compliance;
- Issues notices of violation, including misdemeanor and felony citations;

**\* 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.**

- Re-inspects properties and businesses for compliance after citation or reinstatement of license;
- 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 licensee 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;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience investigating and responding to complaints from the public, which includes reviewing or interpreting data and the responsibility for complaint resolution, **OR** one year of full-time experience in the enforcement of codes and ordinances; **AND** one year of full-time experience enforcing City codes by investigating complaints of criminal activity related to police regulated businesses, which includes conducting investigations, surveillance, and tactical action planning, undercover work, and interviewing witnesses, suspects, and victims; issuing or requesting criminal charges through the City or District Attorney's Office; and preparing investigative reports. Successful completion of the California Commission on Peace Officers Standards and Training "Powers of Arrest" course pursuant to Section 832(a) of the Penal Code. Possession of a valid California Class C Driver's License.