

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### 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 investigations to enhance misdemeanor and felony crime cases that have a high solvability factor; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Receives, reviews and analyzes misdemeanor and felony arrest reports and citations to determine that the elements of the crime are present to support the charges, the detention was legal, the search and seizure was legal, and the defendant's statements are admissible in court;
- Gathers and obtains statements by witnesses;
- Obtains booking numbers;
- Checks prior criminal records;
- Checks proper appearance dates, times and locations;
- Forwards completed misdemeanor and felony arrest and citation packages to the City Attorney's or District Attorney's Office for prosecution;
- Receives, reviews, and analyzes misdemeanor crime cases;
- Enhances cases by developing leads through the review of information contained in various police computer systems, statements of witnesses, impounded property, police documents, and other factual materials relating to cases;
- Locates and interviews witnesses;
- Prepares composites and photo line-ups for suspect identification;
- Maintains logs and prepares statistical data;
- Trains detectives and officers in computer operation procedures;
- Responds to citizen complaints and requests for information;
- 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 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); **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.

- \* **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.