



City of Watsonville

Job Description

JOB TITLE:	Investigative Specialist	DATE APPROVED:
DEPARTMENT:	Police Department	
REPORTS TO:	Police Sergeant	
EMPLOYEE UNIT:	Mid-Management	

DEFINITION

The investigative specialist is a civilian, non-sworn classification, reporting to a Police Sergeant. The primary role is to support detectives and officers, this position will perform complex and specialized civilian law enforcement duties in the investigation of crimes, preparation of court filing packages. Duties include but are not limited to the investigation of financial crimes, property crimes and crimes against persons, collection of evidence and property for related cases, preparation of related reports and court filings and testifying in court or administrative hearings.

DISTINGUISHING CHARACTERISTICS

The investigative specialist will work under a sworn supervisor acting as a primary investigator. Performs a wide variety of criminal investigations, including collecting evidence and property and related cases, interviewing suspects or witnesses, preparing official investigation reports and search warrants, testifying in court, and performing limited field duties. This class differs from sworn personnel in that incumbents will not conduct independent field investigations or surveillance operations nor participate in the direct arrest of suspects.

SUPERVISION RECEIVED/EXERCISED

Receives general and functional supervision from the Police Sergeant(s). Exercises no supervision.

EXAMPLES OF DUTIES:

- Evaluates allegations and determines if a criminal investigation is warranted; makes recommendations to sworn personnel related to opening of investigations or referral of complainants to appropriate agencies.
- Takes initial crime reports where appropriate; reviews and completes crime reports; identifies, locates, and interviews victims, witnesses, and suspects by telephone and in person to obtain details, information, and additional leads; compiles and shows photographic line-ups to victims and witnesses; prepares supplemental reports on interviews.
- Conducts canvas interviews of neighborhoods to identify and locate potential crime victims and witnesses; contact individuals and organizations to secure information and disseminate relevant information.

- Utilizes computer systems to access and retrieve information from local, State, Federal and other public and private computer databases; evaluates information retrieved and takes appropriate action; and assembles printouts into case files for future reference.
- Prepares a variety of reports, complaints, declarations and other necessary documents related to assigned investigations, prepares copies to support sworn personnel's presentation to District Attorney for filing purposes as necessary. Maintains a variety of records, logs, files and databases.
- Assists with digital forensic investigations including the collection, recovery, processing, preservation, analysis, storage, maintenance, and /or preservation of digital evidence.
- Performs a wide variety of office duties in support of investigations such as preparing letters, recording measures taken to locate suspects; performs records checks and investigates criminal background of suspects as assigned.
- Identifies various types of evidence and prepares requests for lab analyses, medical records, motor vehicle records, and other documents needed for evidence in assigned cases.
- Analyzes financial documents and related records to establish loss amounts and methods of operation of suspects. Prepares charts, diagrams, and other visual aids to demonstrate method of operation and link suspects, victims and financial institutions.
- Assists in the coordination of the arrests of suspects by sworn officers. Schedules witnesses/suspects for interviews and/or court appearances.
- Testifies in court at motions, hearings and trials. Maintains proper courtroom demeanor and etiquette while testifying in court.
- Maintains confidentiality of sensitive information and correspondence.
- Maintains knowledge of current case law, investigative and evidence collection techniques, and department policies and procedures. Attends additional job specific certified schools, training courses, updates, and seminars as required.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic police department organizational structure, functions, procedures and operations.
- The principals of criminal and civil law as necessary to evaluate complaints and determine if allegation is civil or criminal in nature; court and trial procedures; and pertinent Federal, State and local laws, codes, ordinances and regulations.
- Investigative, research and problem-solving techniques, methods and procedures.
- Principles of interviewing; and operational characteristics, services and activities of an investigative program.
- Principles and procedures of record keeping and report preparation.
- Policies, procedures and techniques for dealing with the public.
- Correct English usage, spelling, punctuation, and grammar.
- Modern office procedures, methods, and equipment including computer and associated hardware, computer software and operating systems.

- Safe driving practices.

Ability to:

- Learn and understand the organization and operation of the police Department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Learn and understand how to utilize computer forensic hardware, software, and methodologies to identify, extract, and preserve electronically stored information to be used as evidence.
- Analyze, interpret, and utilize data and information; identify alternative solutions; anticipate consequences of proposed actions; and implement recommendations in support of goals; compare, count, differentiate, measure, sort, assemble, copy, record, and transcribe data and information; classify, compute, tabulate, and categorize data.
- Understand and carry out oral and written instructions.
- Exercise sound judgment, decisiveness and creativity in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Prepare detailed and comprehensive reports; and maintain logs, records, and files.
- Communicate clearly and effectively, both orally and in writing with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact and diplomacy.
- Establish, foster and maintain positive and cooperative working relationships with those encountered in the course of the work.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High school diploma/GED and three years' experience in public safety, insurance/claims investigation, code enforcement, evidence collection or public sector; or
- Associate degree or completion of 60 college units from an accredited college in criminal justice or related field, and two years' experience in public safety, insurance claims investigation, code enforcement, evidence collection of public sector; or
- Bachelor degree or completion of 120 college units from an accredited college in criminal justice or related field and one-year experience in public safety, insurance/claims investigation, code enforcement, evidence collection or public sector.

Licenses/Certificates:

- Possession of a valid Class C California driver's license and a safe driving record.
- California Law Enforcement Telecommunications System (C.L.E.T.S.) certification within six months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

Other Requirements

- Positions within the Watsonville Police Department require an extensive background investigation and criminal background check. Employment offers are contingent upon passing the above requirements.