

Class Title: Police Civilian Investigator/Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs duties and tasks in support of law enforcement activities in the Administrative Services Bureau, Investigative Services Bureau, or Field Operations Bureau of the Police Department. Duties and tasks may include investigative or technical support responsibilities in the Central Records Division, Detective Division, Office of Support Services, Special Enforcement Division, or Training Division. Duties and tasks will vary by assignment and may require day, evening, or night shift work. Classification is distinguished from that of a Police Officer by the fact that the employee is not a sworn officer, does not carry a firearm, does not respond to in-progress incidents, does not have contact with suspects, and cannot make arrests.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Prepares and amends original and supplemental incident reports; Conducts non-suspect interviews with victims and witnesses; Conducts follow-up phone calls, emails, and in-person contacts with members of the public, law enforcement, and various investigative sources; Utilizes record management systems to research criminal, event, and location histories; Completes required documentation, evidence vouchers, forms, etc.; Prepares support material such as crime alerts, graphics, etc.
2	L	Investigates backgrounds of Police Recruit applicants and certified Police Officers seeking lateral transfer; Conducts applicant interviews; Conducts follow-up phone calls, emails, and in-person contacts with employers, family members, acquaintances, references, etc.; Utilizes record management systems; Prepares detailed background reports for applicants meeting the qualifications for employment; Assist with hiring process, including applicant orientation, assessment, review boards, etc.
3	S	Examines fired cartridge casings and firearms to determine the suitability for entry into the National Integrated Ballistic Information Network (NIBIN); Reviews and verifies the correlations to assist in linking fired cartridge cases; Maintains the chain of custody; Prepares written reports of examinations and results; Collaborates with investigators and prosecutors to prepare cases for court presentation; Provides testimony in court proceedings.
4	S	Staffs the front desk at the Police Operations Center (POC), handling customer service requests in person and over the phone; Prepares original incident reports; Assists with the security screening of visitors; Monitors video from interior and exterior security cameras, including prisoner transportation and holding areas; Monitors security alarm systems connected to other facilities, making any necessary notifications; Completes required documentation, shift logs, forms, etc.
5	L	Receives, packages, and stores property and evidence; Notifies officers when needed to make corrections to packaging or documentation; Enters property and evidence into records management system; Barcodes with a label; Assigns a storage location and properly places items in location; Checks evidence in and out to officers for court; Prepares evidence tracer forms to determine status of evidence no longer needed for court; Releases property and evidence to authorized claimants; Assists with disposal of property and evidence; Maintains records of all property and evidence released to claimants, turned over to other agencies, destroyed, etc.

6	S	Confirms that all body worn camera recording files are properly cataloged and can be easily accessed and cross-referenced with associated case files; Ensures the availability, confidentiality, and prompt release of records to authorized individuals according to established guidelines; Processes evidence requests for prosecutors in criminal cases and responds expeditiously to all discovery requests; Purges files in compliance with applicable policies, procedures, regulations and public records law; Prepares correspondence and reports when required.
7	S	Performs photo enforcement duties including enforcing traffic codes by issuing notices and citations for speeding and red light violations; Explains codes and regulations regarding photo speed and photo red light violations to members of the public; Maintains daily activity logs and records; Prepares photo enforcement court packets, tracks court cases, and provides testimony in court proceedings; Handles photo enforcement customer service requests in person, in writing, and over the phone.

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school.
Experience	Retired police officer or considerable work in a law enforcement agency.
Certifications and Other Requirements	Must be a U.S. Citizen and have a valid driver’s license.
Reading	Work requires the ability to read reports, investigative materials, technical manuals, court documents and state and city codes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, correspondence, statements, and investigative progress notes.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work involves choices of action within limits set by standard practices and procedures; Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires effective communication with colleagues, complainants, victims, witnesses, and testifying in court.

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer service, interviews, office machines, filing
Sitting	F	Desk work, computer, telephone, interviews, driving
Walking	F	Inter-office, to/from various sections and offices, field work
Lifting	O	Equipment, property and evidence, records, office supplies
Carrying	O	Equipment, property and evidence, records, office supplies
Pushing/Pulling	O	File cabinet drawers
Reaching	F	Telephone, property and evidence, records, office supplies
Handling	F	Equipment, property and evidence, records, office supplies
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	O	Lifting equipment, property and evidence, records, office supplies
Crouching	O	Lifting equipment, property and evidence, records, office supplies
Crawling	N	
Bending	O	Lifting equipment, property and evidence, records, office supplies
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer monitor, reading, writing, customer service, investigation, driving
Hearing	C	Communicating with colleagues, complainants, victims, witnesses, telephone
Talking	C	Communicating with colleagues, complainants, victims, witnesses, telephone
Foot Controls	O	Driving
Other (specify)	N	

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other	--

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	N