

**RESOLUTION NO. 4072**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
APPROVING A REVISED JOB DESCRIPTION FOR INVESTIGATOR IN THE  
POLICE DEPARTMENT**

**WHEREAS**, in 2003, the City Council approved the use of Supplemental Law Enforcement Service Funds for a Soledad Police Department investigator's position; and

**WHEREAS**, on June 2, 2004, the City Council of the City of Soledad adopted Resolution No. 3468 approving the position of Investigator and job description; and

**WHEREAS**, a revised Investigator job description has been developed; and

**WHEREAS**, the investigator's position supplements the existing patrol force by providing detailed follow-up on serious crimes such as burglaries, robberies, assaults and homicides; and

**WHEREAS**, the Koff and Associates' Classification, Compensation and Benefit Study has yield a revised job description for the Investigator; and

**WHEREAS**, the revised job description has been reviewed by employee, supervisors and management and found to be accurate; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Soledad hereby approves a revised job description for the Investigator position in the Police Department attached hereto.

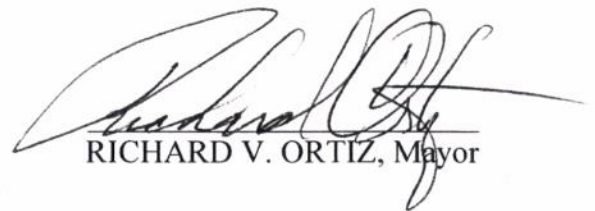
**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Soledad at a special meeting duly held on the 29th day of August 2007, by the following vote:

**AYES**, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

**NOES**, Councilmembers: None

**ABSTAIN**, Councilmembers: None

**ABSENT**, Councilmember: None

  
RICHARD V. ORTIZ, Mayor

ATTEST:

  
NOELIA F. CHAPA, City Clerk

**POLICE INVESTIGATOR**

**DEFINITION**

Under general supervision, performs a variety of complex, highly skilled criminal investigative work, which includes assignment to the most difficult and sensitive investigations calling for unusual methods and techniques; acts as liaison to the District Attorney's office which includes preparing cases and submitting them for prosecution, and testifying in court; provides information and assistance to the public; performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Police Lieutenant and Police Sergeant. No supervision of staff is exercised. Provides technical and functional direction to lower-level staff during on-scene crime investigations.

**CLASS CHARACTERISTICS**

This experienced level sworn law enforcement class performs skilled investigative work in the more serious criminal cases including homicides, sex crimes, and violent and major property crimes. Incumbents in this classification may be required to oversee and coordinate responsibilities in special investigations with other law enforcement agencies. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Although this class generally works normal business hours, incumbents are on call 7 days a week, 24 hours a day and are required to respond to all callbacks. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Conducts comprehensive investigations into felony and high-level crimes, including conducting surveillance activities and coordinating and maintaining crime scene activities.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Assists the City Attorney or the District Attorney staff in preparing, documenting, and developing cases and gathering information.
- Examines court, police, public and governmental records needed for investigations.
- Reviews information obtained to determine whether offenses have been committed or if further investigation is necessary in order to recommend or advise against issuance of complaints.
- Keeps records and prepares reports relating to investigative work; makes field investigations and inspects crime scenes, gathers, analyzes and preserves evidence concerning crimes; provides direction and coordination to lower level officers at crime scenes.
- Utilizes cameras and video equipment to record crime scenes and injury photos; appears in court as an expert witness involving issues of identification; processes evidence for prints using various methods of chemical techniques.

- Orders and maintains photographic and evidence packaging supplies for field personnel; acts in capacity of staff photographer as required; attends autopsies for the purpose of taking photographs and evidence collection; performs other related duties as necessary.
- Initiates investigations based on observations and information received from other sources;
- Trains, oversees and reviews the work of sworn and non-sworn staff in relation to on-going investigations; provides guidance and assistance in problem resolution; develops, reviews and insures that all evidence collection, reporting methods and procedures are followed.
- Responds to crime scenes and oversees the proper collection of evidence in the investigation by photographing, processing evidence for prints, and other investigative techniques.
- Lifts, evaluates and enters prints into state automated latent print systems; assists in maintaining the property and evidence section by storing, releasing and purging evidence; maintains and files a variety of records and documents pertaining to identification work.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Directs the activities of police support personnel in office and field situations.
- Provides emergency medical attention to the public when responding to calls for assistance and requests appropriate medical assistance as necessary.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Prepares reports; prepares and maintains logs, records, and accurate files.
- May perform and/or coordinate specific program or project areas as assigned by the Police Lieutenant and/or the Police Sergeant.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas; and may conduct shift briefings in the absence of the Sergeant.
- Oversees the use and care of equipment as required.
- Performs collateral Police duties such as a Training Officer, Crime Prevention Officer, and Reserve Officer Coordinator, as assigned by the Chief of Police.
- May perform the full range of duties of a Police Officer as needed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and the pursuit, apprehension, and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, codes, ordinances, court decisions, and departmental rules and regulations.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agencies, and impact weapons.
- Techniques of first aid and CPR.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Interpret apply and explain complex laws, codes, regulations, and ordinances.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate a motor vehicle in a safe manner under patrol and emergency conditions.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience as a sworn law enforcement officer. Two (2) years of college-level coursework in law enforcement, police, social, or behavioral science, or an equivalent level of education as determined by Police Chief.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- Valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.
- Title 22 First Aid/CPR Certificate is preferred.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or

calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.