

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE INVESTIGATIVE SERVICE OFFICER I – 1699

NOTE: formerly Police Investigative Aide I

DEFINITION:

Under general supervision, to review and analyze misdemeanor arrest reports and citations prior to being forwarded to the City Attorney's Office for prosecution; to perform routine community service and non-hazardous police functions; to perform routine investigations to enhance misdemeanor crime cases that have a low solvability factor; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Processes, reviews, and analyzes misdemeanor arrest reports and citations prior to being forwarded to the City Attorney's or District Attorney's office for prosecution;
- Forwards completed misdemeanor arrest and citation packages to the City Attorney's Office for prosecution;
- Gathers and obtains statements by witnesses and prepares identification composites;
- Checks prior criminal records and proper appearance dates, times, and locations;
- Assists with reports of misdemeanors when there are no immediate suspects;
- Responds to requests for non-hazardous police services including searching for lost children and elders, residential security checks, and checks reports of health and safety hazards;
- Enhances cases by developing leads through the use of information contained in various police computer systems, statements of witnesses, police documents, and factual materials relating to the case;
- Assists in transporting seized, found, lost, or abandoned property or evidence and non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Interprets local, state, and federal laws;
- Maintains logs, prepares statistical data, and performs data entry and retrieval;
- Directs traffic at accident scenes, fires, or other locations;
- Protects crime scenes from bystanders and assists with collecting crime scene evidence;
- Issues parking citations and misdemeanor citations for improprieties and places holds on stolen property;
- Provides information to the public relative to community alerts, crime prevention, and referral information to appropriate agencies; assists with coordination of public meetings;
- 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

- * **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.

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 providing assistance and detailed information to the public regarding company/organization services, which must include interpreting policies, procedures, rules, and/or laws and resolving customer complaints, **AND** successful completion of 9 semester/12 quarter college-level units of course work in Criminal Justice or Administration of Justice, which must include Criminal Law, Evidence, and Criminal Procedures (which must include Search and Seizure); **OR** one year of full-time experience as a City of San Diego Police Service Officer (formerly Community Service Officer); **OR** successful completion of a P.O.S.T. certified Basic Course for Police Officers; **OR** successful completion of a P.O.S.T. certified Reserve Peace Officer Level 1 Training Course. Possession of a valid California Class C Driver License is required. The ability to type at a corrected speed of 30 words per minute on a computer keyboard is required.