

CITY OF BREA

**CIVILIAN INVESTIGATOR
NON-SWORN**

DEFINITION

Under direction, to serve as a non-sworn Civilian Investigator on assigned cases including those involving fraud, embezzlement, theft of proprietary information, unlawful access or tampering with computer systems, financial elder abuse, credit cards, non-sufficient funds and account closed checks, forgery, sex crimes, juvenile related crimes and other crimes; perform crime scene investigation, including identifying, collecting, preserving and processing physical evidence; prepare appropriate reports, assist in criminal investigations, and testify in court; and perform other related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant or Lieutenant. Technical or functional supervision may be provided by other sworn police personnel.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Essential job functions include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.)*

Serve as primary investigator of crimes involving fraud, embezzlement, theft of proprietary information, unlawful access or tampering with computer systems, financial elder abuse, credit cards, non-sufficient funds and account closed checks, forgery, sex crimes and juvenile related crimes, and other crimes as assigned.

Perform crime scene investigation, including identifying, collecting, preserving and processing physical evidence, preparation of appropriate reports, assisting in criminal investigations, and testifying in court.

Assist other investigators and detectives and outside agencies as needed.

Evaluate allegations and determine if a criminal investigation is warranted, open investigation or refer complainant to appropriate agency.

Identify, locate, and interview complainants, suspects, and witnesses to obtain details, information, admissions, and additional leads.

Utilize computer systems to access and retrieve information from local, State, and Federal computer databases.

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Evaluate information retrieved and take appropriate action, assemble printouts into case file for future reference.

Analyze financial documents and related records to establish loss amounts and method of operation of suspects.

Prepare charts, diagrams, and other visual aids to demonstrate method of operation and link suspects, victims, and financial institutions.

Prepare and serve search warrants, seize and book evidence into property, prepare and file search warrant returns.

Initiate the arrest of suspects when probable cause is present, sign criminal complaints and sworn declarations necessary for the issuance of arrest warrants or to support an arrest made pursuant to probable cause.

Interview and interrogate persons to elicit admissions, confessions from suspects, and to obtain relevant information from victims, witnesses, and others.

Prepare reports, complaints and other necessary documents relating to assigned investigations, prepare copies for the District Attorney for filing purposes as necessary, take complaint packages to the District Attorney and explain case to filing Deputy District Attorney.

Testify in court regarding personal observations and conduct of investigation, testify on behalf of victims and witnesses at preliminary hearings.

Conduct Surveillance and gather intelligence information regarding all types of criminals operating locally, uncover fraudulent schemes to suppress criminal activities and to deter other persons from attempting to perpetrate like crimes.

Stay abreast of current case law and new investigation and prosecution techniques.

QUALIFICATIONS

Knowledge of:

Principals of criminal and civil law as necessary to evaluate complaints and determine if allegation is civil or criminal in nature.

Principles of accounting and banking procedures.

Principles and practices of interviewing and interrogation.

Operational characteristics, services, and activities of an investigative program.

Research techniques, methods, and procedures.

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Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and report preparation.

Safe driving principles and practices.

Police procedures in criminal and traffic investigation, crime scene techniques, crime scene protection, and traffic control.

Geography of the cities of Brea and Yorba Linda.

Correct English usage, spelling, punctuation, and grammar.

Ability to:

Learn fraudulent practices and schemes that are commonly perpetrated.

Learn the operating characteristics and procedures of local, State and Federal computer systems and data bases necessary to access and retrieve essential information.

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, law, codes, and regulations pertaining to assigned programs and functions.

Interview and interrogate persons to elicit admissions, confessions from suspects, and to obtain relevant facts and information from victims, witnesses, and others.

Determine probable cause of search warrants, seizure of evidence, and arrest of suspects.

Examine accounting books, ledgers, and financial statements to obtain essential information for the demonstration of method of operation and amount of losses.

Trace assets and obtain documentary evidence linking suspects and victims with particular financial transactions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Apply appropriate statutes in determining probable cause of search warrants, seizure of evidence, and arrest of suspects.

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Prepare detailed and comprehensive reports.

Communicate effectively, orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work independently and effectively.

Remain calm and act effectively in emergency/stressful situations.

Work on variable shifts, or other irregular hours as assigned; work overtime, on-call, holidays, and weekends.

Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities and enable the individual to successfully perform the duties of the position. A typical combination is:

Experience

Two years of responsible investigative and analytical experience preferably in a law enforcement environment, including some experience interviewing victims, witnesses or suspects and processing crime scenes. Candidates must be twenty one years of age by time of appointment.

Education

Equivalent to the completion of the twelfth grade supplemented by college level course work in police administration, criminology, or a related field.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license issued by California Department of Motor Vehicles.

OTHER:

Must have no felony convictions, or misdemeanor convictions involving moral turpitude.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to the following:

Ability to:

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Frequently stand for extended periods; frequently reach, lean, twist, turn, grasp, lift and carry, push, pull, bend, kneel, and sit.

Hear and speak to suspects, victims, witnesses, the general public and City staff, on the telephone and in person.

Hear and speak via police radio communications equipment.

Read and write reports, logs and other records.

Input data into the computer, typewriter and calculator.

Exposure to:

Vibrations and pitch of computer, typewriter, and other office equipment.

Computer glare.

Direct sunlight, heat, humidity, rain, and cold while working outdoors.

Noises such as, but not limited to, sirens, alarms, vehicular traffic, gunfire, and radio communication equipment.

Infectious and communicable diseases.

Automotive traffic.

Effective March 16, 1988, new employees shall, as a condition of their continued employment, refrain from using tobacco at any time on or off duty. Violation of this condition of employment may subject the employee to disciplinary action.