

## **POLICE INVESTIGATION TECHNICIAN**

### **Definition:**

Under general supervision, performs responsible non-sworn investigative work to include investigation of a variety of crimes and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Investigate check frauds, property crimes, domestic violence, indecent exposure, obscene and threatening phone calls, bomb threats, prowlers, certain sex offenses, certain crimes against persons, vehicle collisions, risk management, gang-related crimes, narcotics or vice violations and other offenses; complete pre-employment background investigations of full and part-time Fullerton Police Department candidates.

Interview suspects, victims and witnesses; compile photographic line-ups and show them to victims and witnesses.

Run record checks and investigate the criminal background of suspects.

Identify, preserve, collect and package all types of evidence; may dust for latent prints, photograph evidence, take measurements, and draw diagrams and sketches. Coordinate scientific analysis with the crime lab. May perform forensic reconstruction of collisions, including conducting speed and distance studies.

Prepare comprehensive reports, including case documents and materials for submission to the district attorney for prosecution; review cases with the District Attorney's Office; contact judges for arrest warrants and file warrants with the court clerk; make arrangements for the surrender of suspects wanted on warrants; coordinate the arrest of suspects by sworn officers.

Collect, collate and enter data into department computer systems for analysis and record keeping; use data to analyze crime trends, patterns and/or to identify suspect(s).

Coordinate activities with other city departments and serve as a liaison with outside agencies.

Serve subpoenas and testify in court.

Train other police personnel in investigative techniques.

### **Other Duties and Responsibilities:**

Performs related duties and responsibilities as required.

**Class Characteristics:**

Police Investigative Technician is a non-sworn, multi-incumbent class in the Police Department with duties related to independent criminal investigations including occasional felonies. The position of Police Investigation Technician differs from a Police Services Representative in that the Investigation Technician carries a full criminal case load and has the responsibility for the full resolution of each case. Police Services Representatives may perform some investigative assignments

Police Investigation Technicians do not make physical arrests and do not carry firearms.

**Contacts and Relationships:**

A Police Investigation Technician establishes and maintains contact with Police Department staff, other law enforcement personnel and government agencies and has substantial contact with the public.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Departmental rules, regulations, policies and procedures relevant to criminal investigations.

The criminal justice process from suspicion to conviction.

Research, data and evidence collection techniques as they pertain to criminal investigations.

California Evidence Code, Penal Code, Vehicle Code, parking laws, and Fullerton Municipal codes and legal aspects of civilian public safety work.

Rules and operating techniques for use of law enforcement databases such as CLETS/DJIS/NCIC/NICB and for public safety radio communications.

Report writing techniques.

English usage, spelling, grammar, and punctuation.

Modern office practices, methods, and computer equipment and applications related to the work.

**AND**

**Ability to:**

Effectively obtain relevant case information through interviews, research and data collection.

Write thorough and accurate reports.

Work under limited supervision.

Prepare cases for filing and provide clear and concise testimony in court.

Use independent judgment to effectively analyze situations and make sound, practical decisions in accordance with established procedures and policies.

Collect and transport evidence within legal and departmental standards.

Maintain a professional demeanor and remain calm and composed in demanding and emergency situations.

Maintain the confidentiality of sensitive law enforcement information.

Organize work, adhere to multiple deadlines and handle multiple projects.

Handle job stress.

Operate a personal computer, teletype and other departmental systems.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work including witnesses, victims, prosecutors, district attorney staff, co-workers and the general public.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Understand and carry out oral and written instructions independently.

**Education and Experience:**

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

Associates degree from an accredited college with coursework in criminal justice, criminology, administration of justice, or a related field

**AND**

Journey-level experience performing investigative field work, preferably in a law enforcement environment. Experience interviewing victims, witnesses or suspects and processing crime scenes is also required.

**Special Requirements Include:**

Valid and appropriate California Driver's License and acceptable driving record at time of

appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

Must be able to successfully pass a Police Department pre-employment screening process.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed both in an office environment and in the field. When working in an office environment, sitting or standing for periods of time and the use of a computer is required. When working in the field, standing for periods of time is also required and there will be exposure to the elements. An incumbent operates a police radio scanner and drives a vehicle on City business and may kneel, crouch, crawl, twist, climb stairs and sloping surfaces, walk on slippery/uneven surfaces, bend, reach, grasp, push, pull, drag and lift equipment weighing 50 pounds or less, and may be exposed to fumes, solvents or chemicals and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Established April 2021