

## INSPECTOR

### DEFINITION:

To conduct investigation of persons involved in a variety of criminal offenses; to write reports concerning police investigations to provide sufficient evidence to support the conviction of criminal offenders; and to take charge of investigations and direct other officers during the investigation.

### SUPERVISION RECEIVED:

General supervision is provided by a Police Sergeant.

### EXAMPLES OF DUTIES:

Depending upon assignment duties may include but are not limited to the following:

1. Conducts investigations of persons involved in robbery, homicide, burglary, auto theft, sex crimes, narcotics and other criminal offenses. Develops and utilizes sources of information including cultivation and management of police informants and seeks out information of a sensitive and confidential nature. Acts as an undercover operative; engages in surveillance; identifies, recovers, preserves and processes evidence; makes arrests; receives and evaluates police reports to determine what investigative action is required; testifies in court on the finding of investigations. Obtains statements relative to criminal investigations prepares and serves search and arrest warrants; reviews criminal information bulletins; exchanges information and works with other law enforcement agencies on criminal cases.
2. Interviews and interrogates others, including informants, victims, suspects, witnesses, police officers and other investigators, obtains statements; determines the proper setting and location of interviews; obtains all relevant facts possible before the interview; fulfills the constitutional requirements of interviewing and interrogation.
3. Writes and evaluates police reports which address facts evidence and statements; reviews reports and investigations of other police officers and investigators; prepares original and supplemental case investigation reports to accurately document police investigations.
4. Takes charge of investigations and directs other officers during the investigation; organizes and coordinates tactical operations related to surveillance and raids as well as undercover, narcotics and vice investigations; responsible to insure that the investigation is conducted properly.
5. Engages in a variety of job related activities; maintains criminal information files; transports prisoners; makes oral presentations to the public; provides internal and external training and presentations. Accesses information from a variety of computer systems including CORPUS, PIN, CLETS, and the in-house computerized data base; prepares bulletins and information to be transmitted by teletype regarding wanted persons. Attends meeting with other police agencies obtains extradition papers for

the return of fugitive from out-of-state and other jurisdictions; investigates deaths related to traffic accidents.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

- A. Ability to conduct assigned and self-initiated investigations; follow proper procedures; remember names, faces and prior investigations; be observant and recall facts and details; be sensitive and aware of good public and community relations practices. Work without supervision; use imagination and innovation in investigative techniques; understand the significance of the evidence as it pertains to the case.
- B. Ability to interview and interrogate using legally accepted interviewing and interrogation techniques, such as isolating a suspect one-to-one, controlling the topic of discussion, selecting the proper time and location. Determine who is to be in the room, accurately record pertinent facts of the interview, selects appropriate method of recording the interview such as written, verbal, video-tape or audio.
- C. Ability to write and evaluate reports. Refers to writing legible, clear, concise, accurate, comprehensive reports, which reflect the actual circumstances. Also includes evaluating reports prepared by other police officers and investigators, drawing logical conclusions and make appropriate written recommendations.
- D. Ability to take command at a crime scene and during the follow up investigation refers to analyzing situations quickly and taking an effective course of action. Also includes setting priorities, communicating effectively with other investigators and directing other police personnel when assigned to coordinate a police investigation.
- E. Knowledge of a variety of laws, codes and ordinances refers to state and federal laws including laws of arrest, laws and rules of criminal evidence, court procedures, testimony, search and seizure, departmental general orders and police regulations, current case law and municipal codes.
- F. Oral communications skill, to make presentations to the public; to communicate effectively with subordinates, peers, supervisors, suspects, witnesses, victims and other members of the public; and to present effective courtroom testimony.
- G. Possession of personal characteristics, of truthfulness, tact and patience, good judgment, tenacity and self-initiative.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of current law enforcement work which must include assignments involving investigation of criminal offenses.

Education:

Equivalent to completion of the twelfth grade including or supplemented by courses in criminal investigation techniques. An associate of Arts degree in a related field is preferable but not required.

License:

Possession of a valid Class C California Drivers License.

PROBATIONARY PERIOD:            One Year  
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