



City of Phoenix

Police Civilian Investigator

Job Code:	62560	Job Function:	Police
Salary Plan:	001	Grade:	033
FLSA:	Nonexempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	33-3021.00	Last Revision:	November 2022

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to conduct investigations in support of law enforcement activities in an investigative bureau of the Police Department such as, but not limited to Drug Enforcement Bureau, Family Investigations Bureau, Property Crimes Bureau, and Violent Crimes Bureau. Duties will vary by assignment in the investigative bureau. Evaluation of performance by a Police Sergeant or other supervisor is made through the review of reports, observation, and discussion. Some positions require shift work on Shift I or Shift II. This is a non-sworn, unarmed position within the Police Department.

DISTINGUISHING FEATURES OF THE CLASS:

This classification is distinguished from a Police Officer by the fact that the employee is not a sworn officer, does not carry a firearm, does not respond to in-progress incidents, does not have unsupervised in-person contact with suspects, and does not make arrests.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Police Sergeant, civilian supervisor, or higher classification. This classification does not supervise others.

ESSENTIAL FUNCTIONS:

- Authors original and supplemental Incident Reports, which will vary in length and content
- Conducts follow-up phone calls, emails, and in-person contacts with members of the public, law enforcement, and various investigative partners
- Collects data or information from various sources (i.e., computerized crime and traffic databases, etc.)
- Contacts other law enforcement agencies, investigative leads, probation officers, etc. for additional information, and utilizing automated systems to research criminal history and conducts background checks
- Conducts non-suspect interviews with victims, witnesses, parents/caregivers, and may monitor suspect interviews at the request of a detective or supervisor
- Conducts non-custodial suspect and investigative lead interviews through phone contact or other virtual means



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- Authors and reviews Court Orders and Search Warrants and completes required paperwork, evidence impounds, etc.
- Files cases for prosecution with the Maricopa County Attorney's Office; may sign as the complainant on criminal complaints as a sworn officer does
- Creates investigative support material, such as Photographic Line-ups, Crime Bulletins, Fliers, etc.
- Drives unmarked police vehicles at the discretion of an investigative supervisor for investigative or administrative purposes
- Reviews various reports on impounded evidence for the purpose of property purges, crime analysis, pended lab results, etc.
- Assists investigative supervisors with various responsibilities in the Records Management System (RMS) to include updating case management and case management queries
- Impounds property or evidence by following Impound Procedures in Operations Orders (see "Files cases" above)
- Creates, updates, or maintains spreadsheets, timelines, or other digital records of large-scale or high-profile investigations
- May conduct background investigations for prospective sworn police Department employees
- Attends court hearings for the purpose of testifying to job duties, reports, etc.
- Assists with training of new employees in this same job classification
- Attends training classes in police methods, investigative trends, and subjects related to assigned area
- Demonstrates continuous effort to improve Police Department operations, decrease investigative turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Phoenix Police Department Operations Orders
- Administrative Regulations
- Personnel Rules
- Manuals for the assigned bureaus
- Statutes and ordinances relating to the assigned bureau

Ability to:

- Communicate in the English language with the public by phone or in person in a one-to-one or group setting
- Comprehend and make inferences from material written in the English language
- Produce organized thoughts using proper sentence structure, punctuation, and grammar
- Operate a variety of standard office equipment
- Move objects weighing 50 pounds or less short and long distances
- Work in a variety of weather conditions with exposure to the elements
- Remain in a sitting or standing position for extended periods of time
- Work cooperatively with a sworn supervisor, who reviews work through direct observation, reports, meetings, and results achieved



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- Learn job-related material through structured lecture, reading, oral instruction, and observation. This learning takes place in an on-the-job training or classroom setting
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Work cooperatively and effectively with all segments of the public while remaining calm, decisive, and diplomatic in stressful situations
- Learn the geography of the City; police methods, practices, and procedures; and statutes and ordinances related to the area of assignment
- Observe or monitor objects to determine compliance with prescribed operating or safety standards
- Ability to travel across a variety of surfaces and elevations
- Work safely without presenting a direct threat to self or others
- Operate a computer utilizing a keyboard or other device

Additional Requirements:

- Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures
- Some positions require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Class C Arizona Driver's License and have an acceptable driving record
- Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage
- Appointment to positions in the Police Department are subject to meeting appropriate background standards
- Some positions will require the performance of other essential functions depending upon work location, assignment, or shift

ACCEPTABLE EXPERIENCE AND TRAINING:

- Three years of investigative experience in law enforcement, public safety, loss prevention, crime scene management, forensics, or other relevant legal or private sector field and high school diploma or G.E.D. Other combinations of experience and education that meet the minimum qualifications may be substituted.