

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****8-28-2014 POLICE SPECIAL INVESTIGATOR, 1640**

**Summary of Duties:** Assigned to the Police Commission, Office of the Inspector General, a Police Special Investigator reviews, conducts and/or participates in investigations into matters which potentially involve criminal violations or violations of policies of the City of Los Angeles (City) by City employees; reviews and/or conducts personnel-related investigations including Use of Force investigations and In-Custody Death investigations; allegations of employee misconduct; complaints from citizens and employees; plans investigative strategies and approaches; interviews complainants, witnesses, informants, suspects, City employees, and outside law enforcement officials; prepares oral and written reports on investigative findings; analyzes documentary materials including complex police investigations and supporting documentation; acts as liaison for department staff, outside agencies, and citizens making appropriate referrals; and does related work.

**Class Characteristics:** A Police Special Investigator is distinguished from a Special Investigator in that the former class is responsible for conducting and participating in investigations involving peace officers including Use of Force and In-Custody Death investigations for the Police Commission; whereas, the Special Investigator conducts investigations regarding allegations of fraud, collusion, discrimination, misconduct, and violations of or the noncompliance with legislative requirements and/or administrative rules and regulations pertaining to programs administered by the City.

**Examples of Duties:**

- Reviews, conducts and/or participates in investigations into matters which potentially involve criminal violations or violations of City policies by City employees;
- Reviews and/or conducts personnel-related investigations including Use of Force, misconduct, and In-Custody Death investigations;
- Plans investigative strategies and approaches;
- Interviews witnesses, complainants, informants, suspects, City employees, outside law enforcement officials, and members of the public;
- Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated;
- Examines a wide variety of documentary evidence such as coroner reports, scientific evidence reports, personnel records, systems of internal controls, and other relevant records;
- Applies appropriate legal principles, personnel policies, procedures and rules when conducting analysis of complex criminal and administrative police investigations;
- Prepares oral and written reports regarding witness statements and other investigative findings;
- Reads lengthy and complex criminal and administrative police investigations and prepares a written analysis of the investigations;

- Acts as liaison for department staff, outside agencies, and citizens making appropriate referrals to the Police Department;
- Meets with Police Department personnel and/or Police Commission members in order to keep them apprised of the status of investigations;
- Responds to crime scenes involving Use of Force and In-Custody Death by Police Department personnel; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledge and abilities:

**Knowledge of:**

- Proper investigative techniques and procedures for conducting investigations in accordance with established professional standards and industry practice;
- Applicable local, state, and federal laws, rules and regulations governing criminal and administrative complaint investigations involving Police Department employees;
- Constitutional and statutory provisions;
- Rules of evidence and court procedure;
- Peace Officer Bill of Rights;
- Techniques of identifying, preserving and presenting evidence;
- Interviewing techniques and strategies;
- Confidentiality laws and issues such as confidentiality of personnel records;
- Privacy rules;
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigations or investigation file documents;
- Various technical experts available to assist in an investigation and when to seek such assistance; and
- Various rules, regulations, policies, and ordinances as they relate to City employees.

**Ability to:**

- Utilize appropriate investigative techniques;
- Read, comprehend and interpret detailed, complex written material;
- Prepare clear and concise written reports;
- Manage time sufficient to prioritize and combine investigations when practicable to ensure timely completion;
- Handle several investigations at one time;
- Maintain cooperative relations with federal, State, and local law enforcement agencies;
- Work effectively with a wide range of City personnel and the public;
- Demonstrate cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economic backgrounds;
- Work cooperatively as part of a team;
- Remain calm, professional, and focused when interviewing distraught, angry, or combative persons during the investigative process;
- Demonstrate effective interpersonal skills required to discuss matters which are of a sensitive and sometimes inflammatory nature;
- Take witness statements;
- Maintain work product confidentiality;

- Travel to offsite locations within a reasonable timeframe; and
- Communicate effectively, orally and in writing.

**Minimum Requirements:**

1. Five years of full-time paid experience conducting criminal or internal affairs investigations;  
or
2. A graduate degree from a recognized college or university in criminal justice, public policy, public administration or a closely related field, and two years of full-time paid related professional experience working in a government agency; or
3. Graduation from an American Bar Association accredited law school and one year of full-time paid experience in the area of community law or governmental law.

**License:**

A valid California driver's license and a good driving record may be required.

**Physical Requirements:**

Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**