



CLASS SPECIFICATION

09-10-99

POLICE SURVEILLANCE SPECIALIST, 3687

Summary of Duties: Performs skilled work in the installation, operation, maintenance, design, fabrication, testing, and inspection of electronic surveillance and countermeasure equipment utilized in the investigation of criminal activity; supervises one or more groups of employees engaged in the above work; and does related work.

Distinguishing Features: Employees of this class are assigned to a specialized section in the Police Department engaged in electronic surveillance activities to assist in conducting criminal and administrative investigations. Incumbents in this class frequently accompany sworn police officers and/or detectives to locations involving criminal activity. Much of the work may involve working in a variety of environments, such as confined spaces, inclement weather conditions, aircraft, and hostile and/or potentially dangerous incidents or locations. Incumbents of this class are required to be on-call for immediate response to emergency situations on a rotating schedule. Some of the work may involve travel outside of the city.

Assignments are received in terms of desired objectives. Review is through the results obtained.

Examples of Duties: A Police Surveillance Specialist:

- Designs, procures, installs, operates, maintains, fabricates, tests, and inspects electronic surveillance and countermeasure (de-bugging) equipment, including audio and video transmitters, receivers, recorders, time lapse recorders, time base correctors, video camera and printers, audio and video tape enhancing equipment utilized in the investigation of criminal activity;
- Uses countermeasure equipment to detect illegal eavesdropping devices;
- Analyzes field situations, incidents or environments to determine the best use of specialized electronic surveillance equipment for investigative and officer safety purposes;
- Advises sworn officers on the utilization of electronic surveillance equipment during field incidents to ensure officer safety and successful investigative operations;
- Ensures that investigative personnel are aware of the limitations imposed by the use of electronic surveillance equipment;
- Ensures that all laws and Departmental regulations relevant to the use of electronic surveillance equipment are observed;
- Duplicates audio and video tapes;
- Enhances audio tapes for clarity for use in prosecution of cases;
- Repairs, monitors, and maintains tape recording systems;
- Monitors audio recordings during polygraph examinations in Police Department facilities;
- Reviews pending legislation to determine its impact on Department operations involving electronic surveillance activities;

Example of Duties (cont.)

- Serves as instructor at Police Department schools, roll calls, and training sessions to provide training to Police Department personnel on the laws pertaining to the use of audio and video electronic surveillance equipment and their restrictions;
- Responds to emergency situations requiring the installation or operation of electronic surveillance equipment;
- Keeps work records and makes reports;
- Drives an automobile, light truck or undercover surveillance van in performing these duties
- May serve as a lead worker of a small group of Police Surveillance Specialists;
- Plans, lays out, schedules, assigns, supervises directly or through subordinate supervisors or lead workers, and evaluates the work of one or more groups of Police Surveillance Specialists;
- Disseminates safety information to subordinates and assures that safe working conditions exist;
- Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan;
- Determines work priorities;
- Establishes routine maintenance procedures and lays out and assigns non-routine work;
- Acts as liaison to investigative personnel, as well as department supervisors and managers, to coordinate the technical aspects of the work with department surveillance activities;
- May supervise and work with a group on the more sensitive or complex investigations;
- Conducts special studies, investigations, and tests of electronic surveillance equipment being considered for purchase;
- Writes specifications and prepares costs estimates and justifications for the purchase of equipment;
- Provides expert testimony in local, state, and federal courts regarding the installation, use and detection of electronic surveillance devices and verifying the authenticity of recordings in criminal investigations;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: An employee of this class must have the following knowledges and abilities:

Knowledges of:

- Principles of electricity and electronic theory relating to signal, control, telephone, telephone carrier, radio, video, public address, microwave, audio/digital transmission systems, audio/digital enhancement, countermeasure equipment, and electronic test equipment;
- Common sources of trouble in, and the methods of servicing and repairing all types of control, signal, public address, telephone, microwave, radio, video, and other audio/digital transmission systems and equipment;
- Test equipment, tools, and materials employed in the construction, servicing, installation, and repair of such systems and equipment;
- Safety precautions and hazards involved in working on or installing energized lines and equipment and of the necessary safety principles and practices;
- Safety precautions and hazards involved in on-scene criminal activity and investigations;

- Federal Communications Commission regulations pertaining to the operation and maintenance of public safety and industrial radio services communications systems;

Knowledges of (Cont.):

- Federal and state laws and regulations relating to telecommunications intercepts and surveillance activity;
- Criminal laws relating to search and seizure, specifically as they relate to electronic surveillance activities;
- Federal and state laws pertaining to records discovery as they relate to criminal investigations and the gathering of evidence;
- Laws and regulations relating to equal employment opportunity and affirmative action;
- Principles of supervision;
- Memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies, and procedures

The ability to:

- Use electronic equipment, tools, and materials, employed in designing, constructing, fabricating, servicing, installing and repairing such equipment;
- Design, fabricate, install, and operate specialized electronic equipment for the purpose of obtaining evidence in criminal and administrative investigations;
- Deal tactfully and effectively with co-workers, including sworn law enforcement personnel, public officials, and the public;
- Communicate effectively orally for the purpose of conducting training classes and explaining technical aspects of electronic surveillance to non-technical people, such as investigative personnel, witnesses, and suspects;
- Supervise subordinates;
- Testify effectively in court regarding the installation, use and detection of electronics surveillance equipment in criminal investigations, including verifying the authenticity of recordings in criminal investigations;
- Maintain records, including all equipment installed and repaired, used for electronic surveillance purposes and all tape recorded interviews made by the Department for all criminal and/or administrative investigations;
- Understand and work from communication plans, schematic diagrams, and other sketches and drawings, and oral and written instructions;
- Climb poles and antenna towers.

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 depends, 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.

Minimum Requirements:

1. Two years of full-time paid experience in installing, operating, maintaining, fabricating, testing, and inspecting electronic surveillance equipment used in the investigation of criminal activity; **or**;
2. Four years of full-time paid experience in the construction, installation, maintenance or repair of any of a wide variety of electronics and communications equipment including television, high

fidelity sound systems, radio, radar, microwave, telephone, telephone carrier, control, monitoring, public address, or audio/digital transmission equipment; or

Minimum Requirement (Cont.):

3. Two years of full-time paid experience in the construction, installation, maintenance or repair of any of a wide variety of electronic communications equipment and successful completion of a two-year program in electronics at a recognized college or trade school; or
4. Successful completion of a military electronics technician course of 24 weeks or longer.

Because this class has been designated as safety sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

Candidates must also pass a background investigation prior to appointment which includes a review of their employment history, criminal conviction record, habitual use of intoxicants and drugs, and any other factors which may affect the candidate's suitability for employment as a Police Surveillance Specialist.

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

A valid Radiograph or Radiotelephone General Class Operator's License issued by the Federal Communications Commission is required.

All incumbents in this class must become a member, and maintain membership in good standing, of the National Technical Investigators Association (NATIA) within six months of appointment.

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.