

**CLASS SPECIFICATION****07/23/2009****STREET SERVICES INVESTIGATOR, 4283**

**Summary of Duties:** Conducts investigations and inspections and enforces laws and regulations pertaining to the use and safe condition of City streets, sidewalks and other public ways; as a duly appointed public officer, makes arrests, impounds, and seizes vehicles for violations of related provisions of the Los Angeles Municipal Code and applicable State laws; keeps records and prepares reports which may be used as legal evidence; appears in court as a witness; investigates accidents, third party personal injury, and property damage claims involving the Bureau of Street Services; supervises and participates in such work; and does related work.

**Distinguishing Features:** Employees of this class are primarily concerned with gaining public compliance to various laws and regulations governing the use and safe condition of streets, sidewalks, alleys, parkways and other public ways. They enforce a variety of right-of-way or public property laws and regulations in a district, or specialize in the enforcement of a few closely related laws and regulations in several districts, or specialize in investigating emergency complaints and claims involving personal damage or injury on public ways on a City-wide basis.

A Street Services Investigator normally performs the routine investigations and inspections related to the enforcement of right-of-way laws and ordinances. Much of the work is performed in the field, independent of supervision, and involves interpreting and explaining laws and regulations to gain the cooperation and conformance of the public. Employees of this class have the authority to issue administrative notices, parking citations and criminal citations, make arrests, recommend the legal prosecution of persons who fail to respond, and appear in court as a witness. Assignments are received in general terms and may be self-initiated through investigations or by written and verbal complaints. Written and verbal reports are reviewed to determine adherence to laws, regulations and enforcement policies of the Department of Public Works.

**Example of Duties:****Arresting Authority:**

As a public officer, makes physical arrests for illegal dumping, illegal sign posting, illegal street vending, damaging City property and other criminal matters under the jurisdiction of the Department of Public Works, and files criminal complaints with the prosecuting City Attorney. May carry self-defense propellants, a baton or other self-defense weapons.

**Patrol Activities:**

- Seizes or impounds vehicles used for illegal dumping and completes vehicle seizure reports;
- Confers with complainants and violators and explains the legal provisions and intent of laws

- and regulations, the authority of the City and appropriate corrective actions;
- Issues citations, makes arrests, or takes other appropriate enforcement actions; and
- Photographs evidence for criminal cases or civil claims investigations.

**Field Inspection and Enforcement Activities:**

- Conducts investigations, up to and including surveillance, to detect or verify suspected violations of provisions of laws, rules or regulations related to matters under the jurisdiction of the Department of Public Works;
- Conducts patrol inspections of various locations prior to and during fire systems water flow tests for compliance with Public Works regulations;
- Locates and interviews accused persons and witnesses and analyzes and evaluates their testimony;
- Inspects sidewalk clearing assessment districts for contract compliance;
- Inspects and enforces the legal standards related to the maintenance and reconstruction railroad rights-of-way on a City-wide basis;
- Communicates equal employment opportunity information to employees; apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Enforces regulations governing the equipment and safety requirements for moving houses and overload vehicles; reviews and inspects proposed routes and recommends changes as appropriate;
- Enforces permit requirements and conditions for right-of-way encroachments; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

**Administrative Duties:**

- Issues administrative notices directing violators to report to various administrative agencies for administrative hearings, and recommends the prosecution of such persons when administrative remedies fail;
- Prepares repair orders to correct conditions such as broken sidewalks, curbs, or driveways; issues notices for illegal dumping of debris, and obstructions on streets and sidewalks;
- Reviews applications for benches, transit shelters, entrance canopies, walk-through canopies, street banners, and newsstands and checks the construction, maintenance and location of these structures for conformance to laws and regulations;
- Issues notices on conditions relating to the issuance of permits for the construction of benches, transit shelters, entrance canopies, walk-through canopies and protection fences on public ways, and the use of public ways for the temporary storage of building and other materials, and for above ground facilities and street furniture installations;
- Follows-up on notices issued; checks legal descriptions for names and addresses of property owners;
- Operates computer systems and accesses data bases such as the California Law Enforcement Telecommunication System (CLETS) to enter, search, confirm and retrieve a wide variety of information related to local, state and national criminal activity and investigations using established codes and screens, and determines alternative approaches to locating information such as use of aliases and other name variations;
- Resolves complaints relating to such rights-of-way including broken or uneven pavement, noise, and other undesirable conditions;

- Assists in the preparation of legal action against violators of right-of-way laws and regulations; gathers evidence; prepares summary case histories; and completes follow-up investigations requested by the City Attorney;
- Represents the Bureau of Street Services at court hearings, vehicle impound/seizure hearings, administrative proceedings, or at City Attorney hearings; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

### **Qualifications**

#### **Knowledge of:**

Municipal and State Codes and Board of Public Works rules and regulations pertaining to:

- Principals of human relations;
- Methods and procedures relating to the effective collection of data pertaining to personal and property damage claims;
- California legal requirements for arrest, search and seizure by public officers;
- Techniques for interviewing witnesses to obtain information.

#### **Ability to:**

- Understand, explain, apply and obtain compliance with Municipal and State codes and Board of Public Works rules and regulations relating to public welfare and safety in public and private areas under the jurisdiction of the Board of Public Works;
- Understand laws of arrest and the elements of misdemeanor and felony offenses;
- Deal tactfully and effectively with employees, government officials and the public;
- Read property ownership maps and interpret legal descriptions;
- Keep records and prepare correspondences and reports.

#### **Requirements:**

1. Three years of full-time paid experience in enforcing or explaining laws, regulations, ordinances or City regulations or in sub-professional engineering; or
2. Two years experience as a Reserve Street Services Investigator and
  - a. Two years experience with a governmental agency conducting investigations and enforcing laws, or
  - b. Completion of an Associate Degree program from a recognized college or university in criminal justice, administration of justice, code enforcement, or street maintenance technology.
3. Possession of a California Commission on Peace Officer Standards and Training Penal Code Section 832 Certificate (Laws of Arrest, Search and Seizure Training/P.O.S.T. Certificate) is required.

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

**Physical Requirements:** Must be able to complete a Level III Post or equivalent.

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.

**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 and responsibilities of any position shall be.**