

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**      **SPECIAL INVESTIGATOR**

**REPORTS TO:**    **CHIEF OF POLICE**

**TYPE:** FBPA, non-exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under general direction of the Chief of Police, perform complex criminal, internal, administrative and confidential investigations; manage, direct and conduct department training; relay information to general public, news media, other law enforcement agencies, public and private sector entities; manage enforcement activities in support of the City's local code enforcement program; enforce federal, state, county and city ordinances, codes and laws; complete other duties as assigned.

**ESSENTIAL FUNCTIONS:**

**Physical Requirements:**

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional, and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- Completes complex administrative, internal, and confidential investigations; make appropriate recommendations to the Chief of Police.
- Conducts background investigations for the purpose of determining employment suitability of person and make appropriate recommendations to the Chief of Police and/or Human Resources Department.
- Develops, oversees, and conducts a variety of department training programs. Formulates and/or recommends Department-wide training policies and procedures.
- Ensures all staff are compliant with mandatory training. Oversees the Field Training Program (SAC [Supervisor/Administrator/Coordinator]) and reports needs and assessments to the Police Captain.
- Disseminates information to the general public, news media, public and private sector officials, and small business; prepares press releases on such subjects for distribution to the public, employees, private organizations, and small businesses.

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- Writes and serves search warrants, Ramey warrants, arrest warrants and other warrants as issued by the court; testifies and prepares cases for court adjudication.
- Administers first aid and CPR as required.
- Prepares reports for crimes committed, arrests made, investigations conducted, unusual incidents requiring documentation and other reports as required to complete normal job requirements.
- Processes, collects, and preserves all evidence, property, and other related duties as required; completes follow-up investigations.
- Continually qualifies and trains in the areas of use of force, firearms qualifications, defensive tactics, domestic violence, and other required mandatory training.
- Keeps current on all federal, state, and local laws and case decisions as well as the City of Fort Bragg Police Department Policies and Procedures and disseminates that training to staff.
- Supervises, trains, and evaluates assigned staff.

**MATERIALS, EQUIPMENT AND TOOLS:**

Vehicle as assigned, computers and specified computer software programs; tape recording equipment, cameras, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; conduct evidentiary examination; use of other defensive weapons; assigned firearms.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

All laws and case laws effecting the proper usage of those laws as depicted by law enforcement agencies throughout California.

**Ability to:**

- Write and print legibly so that others can read and understand the reports.
- Have good recall ability in order to remember names, numbers, incidents, and places and other related law enforcement tasks and case law.
- Carry out oral and written orders and directions.
- Use and carry firearms.
- Work cooperatively with others.

**REQUIRED EXPERIENCE/EDUCATION**

- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship, except as provided in Section 2267 of the Vehicle Code.
- Be at least 21 years of age at the time of employment application.
- Possess a Commission on Peace Officer Standards and Training (POST) Intermediate Certificate.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be a high school graduate, pass the General Education Development Test indicating high school graduation level, or have attained a two-year or four year degree from a college or university accredited by the Western Association of Colleges and Universities; provided that this subdivision shall not apply to any public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature, in any position declared by law prior to the effective date of such amendment to be peace officer positions.

**DESIRABLE EXPERIENCE/EDUCATION:**

- Possession of Advanced First Aid certificate, including CPR.
- Possession of a Commission of Peace Officer Standards and Training (POST) Advanced or higher certificate.
- Possession of an Associate of Arts or Sciences degree or higher educational achievement.
- Experience in the use of computer hardware/software.
- Employment with another department submitting as a Lateral or employment as a Police Recruit with the City of Fort Bragg.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

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**Reviewed - Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recommended - Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by – City Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have read and understand the contents of the job description:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_