

ACCEPTING APPLICATIONS FOR PART-TIME INVESTIGATOR



RIO VISTA POLICE DEPARTMENT

The Department consists of 9 Officers, 4 Sergeants, 1 Commander, 2 Reserve Officers and the Chief. We engage closely with the community and receive tremendous support from our residents.

The Position

This position performs specialized law enforcement work in investigation, the solution of crimes and the apprehension and the successful prosecution of persons suspected of committing crimes.

The part-time investigator works an average of 20 hours per week. CalPERS Retired Annuitants will be subject to the 960-hours per fiscal year rule. Work days may vary dependent upon the needs of the department. There is a possibility of call-outs and after-hours work. The successful candidate must have the ability to work substantial periods of time while exposed to extreme weather conditions, irritants, and allergens. The investigator works under the direct supervision of a Police Commander or Sergeant.

Aptitudes & Duties

On a continuous basis, the investigator must know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain the investigative processes and related laws to the public.

Duties may include, but are not limited to:

- Planning and conducting investigations to support a wide variety of criminal prosecutions including complex fraud, narcotic investigations, crimes against persons and crimes against property.
- Responding to major incidents and investigations during first 72 to 96 hours, reviewing cold case investigations and conducting appropriate follow-up.
- Conducting follow-up on missing person reports and assisting in the search and canvassing of areas for missing persons.
- Gathering pertinent information and evidence by interviewing complainants, witnesses and suspects; gathering intelligence information from a variety of official and unofficial sources; conducting surveillance details; making arrests; and testifying in court as needed.
- Assisting other state, federal and local law enforcement agencies in their investigation of criminal law violations; may coordinate multi-agency investigations of alleged or suspected violations of criminal law.
- Preparing written and verbal reports containing facts and findings of the investigation and recommendations regarding disposition of criminal and/or civil cases; review crime trends and crime series.
- Operating cameras, electronic sound or video equipment and other devices used in investigation activities.
- Performing other duties as assigned.

Knowledge. Abilities & Physical Demands

Knowledge of:

Methods and techniques of investigation.
Laws of search, seizure and arrest.
Rules of evidence.
Courtroom practices and procedures.
Interviewing and interrogation techniques.
Investigative report writing techniques.
Effective interpersonal relations.
Computer operating system and software applications.

Physical Demands

On an intermittent basis, sit at a desk; walk and stand during patrol activities; bend, squat, and kneel during inspection of crime scene or conducting building searches; run, climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation. Continuously wear gun on belt; and intermittently lift, carry, drag, pull, push, persons or objects weighing up to 160 pounds.

Vision must be corrected to 20/20 in both eyes and be normal color vision. Requires normal hearing acuity.

Ability to:

Independently plan, organize and conduct criminal investigations.
Work independently and as part of a team.
Obtain information from interviews and interrogations.
Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
Analyze situations and adopt a reasonable course of action.
Use, care and secure firearms.
Observe and remember names, faces, numbers, incidents, and places, and judge situations and persons accurately.
Follow oral and written directions.
Act quickly and calmly in emergency situations.
Use tact and maintain cooperative relationships with the public.
Maintain the physical coordination, stamina, agility, and endurance required to do the job.



Minimum Qualifications:

Certificate: *P.O.S.T. Intermediate Certificate.*

Experience: Two (2) years investigative experience in a law enforcement environment is required. Applicants with broad background in patrol will be considered for the position.

Education: Education equivalent to graduation from high school is required. Graduation from college or junior college is preferred.

Other Requirements:

- Possession of a valid Class C California State Driver's License is required.
- Must be at least 21 years of age at time of appointment.
- Must be free of felony or serious misdemeanor convictions.

APPLICATIONS

Visit our website at www.riovistacity.com, Human Resources Department or contact Marni Rittburg at (707) 374-6451.

Submit applications to:
City of Rio Vista
Human Resources
One Main Street
Rio Vista, CA 94571

SELECTION PROCESS

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination.

This position requires a thorough background investigation, polygraph test and a psychological and medical exam to be completed on each final candidate, prior to appointment.

***This is an hourly position paid at the equivalent of a police officer salary schedule—No benefits provided.**

This recruitment is open and continuous and may close, without notice, at any time once a sufficient number of applications have been received.