

INVESTIGATOR (CIVILIAN)
Office of the Chief Investigator
(Job Description)

Section 7-1104 of the Detroit City Charter provides for civilian investigators who are appointed by and serve at the pleasure of the Board of Police Commissioners. They are directly accountable to the Supervising Investigator and/or Chief Investigator.

A person who is appointed to the position of **Investigator** is an appointee of the Board of Police Commissioners and serves at the pleasure of the Board.

DEFINITION

Under general supervision or direction of the Supervising Investigator and/or Chief Investigator, the **Investigator**, in daily operations investigates citizen complaints and performs related duties as required, and attends other assignments as directed.

DISTINGUISHING CHARACTERISTICS

The Investigator is the entry level classification for investigators appointed by the Board of Police Commissioners. The other classifications for investigators include “Senior Investigator” and “Supervising Investigator.” Incumbent investigators are expected to obtain sufficient knowledge and proficiency for advancement.

EXAMPLE OF DUTIES

1. Receive and record citizen complaints;
2. Initiate and conduct citizen complaint investigations as assigned, to include:
 - a. Locating and conducting interviews of victims, witnesses, and accused persons, sworn or civilian;
 - b. Obtaining statements, and gathering reports, documents and evidence as well as performing all other activities to generate information relevant to the investigation;
 - c. Examining court, police, public and governmental records needed for the investigation;
 - d. Researching laws, ordinances, rules, policies and procedures;
 - e. Attending and testifying, as needed, at judicial, administrative and disciplinary hearings relating to investigations; and
 - f. Preparing comprehensive reports of investigations.

3. Review and perform follow-up investigation, as needed, of police department investigations as assigned.
4. Perform any other assignment as directed by the Secretary to the Board, Chief Investigator, Supervising Investigator or the Board of Police commissioners.

EMPLOYMENT STANDARD

1. Applicants must have a Bachelor's Degree in the fields of criminal justice, law enforcement, public administration, human resources or related fields; **OR**
2. Applicants must possess an Associates Degree or at least two (2) years of college credit preferably in the fields of criminal justice, law enforcement, public administration, human resources or related fields, **AND** two (2) years of investigative experience; **OR**
3. Four (4) years of appropriate investigative experience and training will be accepted in lieu of numbers 1 or 2 above.

Knowledge of: the substantive and procedural criminal laws for the State of Michigan; techniques of interviewing; the use and care of firearms; laws of arrest, search and seizure; rules of evidence; admissibility of confessions and witnesses' statements; and proper English construction and language usage.

Ability to: gather, analyze, correlate, and evaluate observed facts and evidence; interview or interrogate witnesses and accused persons effectively; accurately prepare investigative reports; read and comprehend legal material; communicate effectively orally and in writing; work effectively with a variety of individuals and with various levels of government, law enforcement, and judicial agencies; must be able to work flexible hours, including evenings, weekends and/or holidays; learn to use computers as an investigative resource; learn, interpret and apply substantive and procedural laws, rules, regulations, policies and procedures to current investigations; work independently; work well under pressure and meet deadlines; and effectively deal with hostile persons and in adversarial environments.

ADDITIONAL QUALIFICATIONS

1. Applicants must be twenty-one (21) years of age at the time of application.
2. An applicant must be a U.S. Citizen or permanent resident alien who is eligible for and has applied for citizenship.
3. An applicant must possess a valid Michigan Driver's License.

4. All applicants must successfully pass a background investigation, including a drug screen and criminal history check.
5. Computer literacy and the ability to work with programs like Microsoft WORD, ACCESS, and EXCEL (or other word processing programs).

Special Requirement: Applicants must be able to work flexible hours, including evenings, weekends, and/or holidays while conducting investigations.