

**SUPERVISING 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 Chief Investigator and/or the Secretary to the Board of Police Commissioners.

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

**DEFINITION**

Under the supervision and direction of the Chief Investigator, the Supervising Investigator supervises, directs and evaluates sworn personnel as well as senior investigators and civilian investigators.

The Supervising Investigator monitors, audits, reviews and investigates highly sensitive and serious allegations of police misconduct.

The Supervising Investigator attends other assignments as directed by the Chief Investigator and/or the Secretary to the Board, which may include serving on the Special Assignment Team (SAT) of the Board of Police Commissioners.

**EXAMPLE OF DUTIES**

1. Supervise, instruct and evaluate all Board of Police Commissioner Investigators (both sworn and non-sworn);
2. Review and approve all citizen complaint investigations;
3. Develop and maintain the citizen complaint case management system to include the assignment and timely completion of cases;
4. Assist the Chief Investigator in the development of training protocols and curriculum;
5. Assist in resolving inquiries made by both Department members and citizens in relation to Citizen Complaint Reports;
6. Attend Board of Police Commissioners meetings or other pertinent meetings in the absence of the Chief Investigator;
7. Oversee the Office of the Chief Investigator in the absence of the Chief Investigator;

8. Complete any other assignments as directed by the Chief Investigator;
9. Ensure quality control functions with regard to investigation case management;
10. Apply the solvability matrix to all incoming citizen complaint reports and make case assignments for investigations;
11. Act as liaison with Force Investigations (IA);
12. Review and interpret IA misconduct investigations, boards of review and prisoner injury reports to ensure that they are thorough, timely and unbiased.
13. Research, analyze and maintain a working knowledge and understanding of Michigan criminal law and procedure, Detroit Police Department policies and procedures, Michigan case law, and pending legislation.
14. Prepare comprehensive report of activities.
15. Review and perform follow-up investigation, as needed, of police department investigations as assigned.
16. Perform additional responsibilities that include, but are not limited to, conducting regularly scheduled case review meetings with assigned investigators, conducting supervisory staff meetings, as necessary, and maintaining caseloads.

#### **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, and at least four (4) years of investigative and/or supervisory experience; **OR**
2. Applicants must have a Master's Degree and at least two (2) years of investigative and/or supervisory experience.

**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; principles of supervision; the administration of employment contracts; case management; 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; the willingness to work a flexible schedule including extended hours, 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. The applicant must have the ability to exercise independent judgment and handle sensitive and confidential information.
6. The applicant must possess the ability to compile, organize, evaluate and summarize data.
7. Computer literacy and the ability to work with programs like Microsoft WORD, ACCESS, and EXCEL.

**Special Requirement:** Applicants must be willing to work a flexible schedule including extended hours, evenings, weekends, and/or holidays.

**Desirable Qualifications:** The ability to sign or speak a foreign language.