



## INDEPENDENT POLICE INVESTIGATOR

FC: 000054  
PG: N08  
FLSA: EXEMPT

PC: 891  
BU: N91 (Non- Rep)  
Created: July 2011

*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.*

### **DEFINITION**

Under general supervision this position performs professional investigative and related work in connection with the activities of the Office of the Independent Police Auditor.

### **CLASS CHARACTERISTICS**

Incumbents in this class are responsible for performing professional investigative and related work for the Office of the Independent Police Auditor. This class is responsible for directly performing the actual investigative work, and for developing preliminary conclusions and recommendations for the consideration of the Independent Police Auditor.

### **REPORTS TO**

The Independent Police Auditor.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. As directed by the Independent Police Auditor, investigates complaints or allegations of police officer misconduct, including but not limited to unnecessary or excessive use of force, racial profiling, sexual orientation bias, sexual harassment, the use of deadly force, and suspicious or wrongful deaths. Ensures that all investigations and associated recommendations are thorough, objective, fair, and completed in a timely manner that comports with all applicable regulations and statutes.

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2. Interview District Officers, employees and civilian complainants, witnesses, and other parties as needed for each investigation.
3. Collects and reviews evidence including but not limited to photographs, videos, police reports, medical reports and forensic reports as needed to make sound conclusions.
4. Reviews and reports on complaint investigations conducted by the BART Police Department to ensure completion, objectivity, and fairness. Maintains all records and reports as required by the Independent Police Auditor in accordance with confidentiality and other procedural and regulatory requirements of the District, and all State and Federal law.
5. Maintains records, files, data and supporting documentation for each case handled; preserves evidence in a secure manner for evaluation and analysis, adhering to established customs and procedures regarding control and custody of records, including evidence.
6. Assists the Independent Police Auditor with the preparation of reports for the Citizen Board, the Board of Directors, the public, and other stakeholders. Such reports include but are not limited to summaries of complaints, disposition of complaints and periodic statistical reports.
7. Addresses and works with community groups, including participation in outreach and educational functions of the Office of the Independent Police Auditor.
8. Responds to the scene of officer-involved shootings that result in death or serious bodily injury to a citizen or a police officer.
9. Intakes complaints of misconduct directly from members of the public.
10. Participates in mediation process to resolve certain complaints, as designated by the Independent Police Auditor.
11. Assists in the formulation of recommendations on procedures, practices, and training of the BART Police Department to be presented by the Office of the Independent Police Auditor to the Citizen Board.
12. Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

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General legal principles, laws and regulations relating to police conduct and police investigations.

Principles and practices of law enforcement.

Principles and practices of policy development and administration.

Public safety emergency operations and procedures.

Advanced methods and techniques of administrative investigations.

Principles of inter-group and interpersonal communication.

Methods and procedures for preserving and presenting evidence.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Conducting investigations in a thorough and timely fashion, including appropriate discretion in the management of confidential information.

Preparing clear, concise, and persuasive administrative reports.

Researching, interpreting, and applying applicable Federal, State and local policies, laws and regulations, including those of the BART District and the BART Police Department.

Communicating clearly and concisely, both orally and in writing.

Conducting interviews in order to obtain information about an incident under investigation.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Identifying, gathering, reviewing and analyzing information from a variety of sources, including technical and forensic reports regarding physical evidence.

Developing sound conclusions and logical recommendations.

Identifying and applying correct standards and rules to the facts found in investigations.

Prioritizing tasks and projects in order to manage caseload and meet goals.

Identifying and responding to sensitive community and organizational issues, concerns and needs.

Interacting respectfully and courteously with others, even during tense or emotionally charged situations.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in criminal justice, criminology, public administration or a closely related field from an accredited college or university.

#### **Experience:**

Four (4) years experience in performing investigative work at a professional level in the field of law enforcement or a closely related field.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must be able to work various shifts, weekends, holidays, and overtime.

Must be able to respond to special investigative occurrences that arise during non-business hours.

Must attend training within 12 months of appointment to maintain current understanding of minimum standards required of BART PD, such as the Commission on Peace Officer Standards and Training (POST) training called 'Management Course' or an equivalent course.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's Degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; involves field work as indicated by the nature of the investigation, including sites where shootings and/or alleged misconduct occurred.

**Physical Conditions:**

May require maintaining physical condition necessary for standing or sitting for prolonged periods of time.