

**CLASS SPECIFICATION**  
**Police Internal Affairs Investigator**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, reviews, analyzes, plans, and conducts investigations into allegations of police misconduct; produce detailed written reports of all investigative activities; conduct in depth analysis of all officer involved shootings and deaths of persons that occur while in police custody; prepare written and oral reports of officer involved shootings and custody deaths to be used during the various review processes within the Police Bureau.

**DISTINGUISHING CHARACTERISTICS**

This is highly skilled non-sworn investigative work. Employees occupying positions in this class are responsible for performing complex and difficult investigations into allegations of misconduct.

Additionally, the employees in this classification conduct policy reviews and analyses of all incidents in which police officers use deadly force and cases in which a person dies while in police custody. These reviews are done in tandem with a training analysis that is conducted by the Police Bureau's Training Division and coordinated with the Bureau's Detective Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Investigate allegations of misconduct by analyzing the allegations, evidence, and investigative outcomes consistent with the Police Bureau's policies and procedures; determine the specific policy violations that apply to each allegation of misconduct and identify the members who are suspected of violating those policies as well as identifying members who are potential witnesses.
2. Conduct policy reviews and analyses of incidents in which police officers use deadly force and cases in which a person dies while in police custody; prepare comprehensive reports for use in the review process that determines if the involved members acted within the policies of the Bureau.
3. Develop an appropriate investigative strategy to identify relevant evidence.
4. Conduct interviews with witnesses who may include complainants, citizens of the public, other bureau members, and with those who are suspects of alleged misconduct.
5. Identify allegations that contain elements of criminal behavior and refer those cases to the Detective Division for investigation.

6. Analyze all gathered information; prepare reports and presentations on the outcomes and activities of the investigation conducted and deliver presentations to the appropriate review board.
7. Consult with members of Police Bureau command staff and give input regarding allegations or misconduct.
8. Respond to requests from the Independent Police Review Board for additional information on investigations of misconduct.
9. Attends and participates in required meetings.
10. May be required to respond after regular working hours and on weekends.
11. Other duties as assigned by the Captain of the Internal Affairs Division.

## **OTHER DUTIES**

1. Conduct roll call training on IAD related issues for uniform officers assigned to the Bureau's Operations Branch.
2. Attend public meetings such as the Citizen Review Board.
3. Prepare and deliver presentations for training and other purposes.
4. Conduct research on best practices of other law enforcement agencies.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Police policies and procedures
2. Generally accepted investigative practices and procedures.
3. Applicable laws and judicial rulings affecting Internal Affairs processes.
4. Labor contracts for public safety organizations.
5. Effective community and public methods and practice.
6. Grammar, syntax, organizing complex ideas into coherent writing

### **Ability to:**

1. Conduct thorough, objective investigations of police misconduct

2. Present the results in both written and oral formats.
3. Understand how policy of public safety organizations applies to each allegation of misconduct.
4. Communicate clearly both orally and in writing.
5. Maintain confidentiality regarding the activities conducted by the members of the Internal Affairs Division.
6. Analyze allegations of misconduct within the context of the policies and procedures of an organization.
7. Use word-processing, presentation and other office software as needed.
8. Use a digital voice recorder and the accompanying software.
9. Develop and maintain effective working relationships with other staff, public officials, the general public and representatives of other agencies.

**Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four year college or university; at least five years of progressively responsible experience conducting internal organizational audits or investigations of misconduct or criminal behavior. Experience in a public agency is preferred.

**Licenses, certificates, special requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: April 11, 2007

June 2009 - Change Job Class number from 7914 to 30000775, due to system change.  
Revised 2-20-13 – Minor modifications to duties