

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Investigative Support Specialist</b>	<b>Class Code:</b>	<b>46538</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>G</b>
<b>Supplemental/Code:</b>	<b>Technical/3</b>	<b>Established:</b>	<b>10/01/07</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Performs a wide range of non-sworn investigative support duties, within a specialized areas of the Police Department, such as welfare fraud, economic crime, hazardous materials and environmental crimes, bad check crimes, insurance fraud, child abduction, homicide, sexual abuse, spousal or elderly abuse, and criminal and civil process serving.

**Essential Functions:**

1. Provides support to Investigators that conduct difficult investigations of economic crimes, hazardous materials and environmental crimes, bad check crimes, insurance fraud, homicide, and child abduction crimes, spousal, sexual and elder abuse; interviews complainants, witnesses and defendants to collect and document information and record official statements in support of the investigation bureau; and, prepares routine investigative reports.
2. Reviews case files, and extracts information useful to the investigation.
3. Collects, organizes and analyzes official and unofficial documents related to the assigned cases such as bank records, medical and dental records, title documents, court documents, articles of incorporation, law enforcement records and computer printouts.
4. Identifies and locates witnesses, victims, suspects and persons by using information obtained through directories, utility records, and other available sources, as well as through inquiries of public or private agencies, employers, families, neighbors, or other individuals.
5. Explains Police Department investigation policies and procedures to citizens and witnesses .
6. Prepares and maintains records and reports; maintains computerized databases related to the assigned investigative activities.
7. Assists in transporting witnesses, suspects and victims.
8. Sends and receives teletype printouts; operates radio, mobile telephone and paging equipment; maintains continuous contact with investigative personnel in the field in order to monitor location and exchange information.
9. May photograph physical evidence and prepare crime scene diagrams for use by attorneys in court presentations; may testify in court as to investigative findings.
10. Conducts field investigations and interviews for the purpose of welfare fraud prevention and explains program fraud prevention requirements and reviews case files.
11. Collects and documents information and statements, prepares written reports.
12. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of a wide variety of the functions of a law enforcement agency.

Knowledge of variety of interviewing techniques; research methods and techniques; and of investigative techniques.

Knowledge of police functions, laws, rules, evidence collection and court procedures.

In-Depth knowledge of the functions, laws, rules, and procedures of the specialized Police Department division.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to understand, interpret conflicting laws, rules and regulations related to functions of the Police Department.

Ability to communicate effectively both orally and in writing and to maintain records/files related to the assignments

Ability to read, analyze, interpret and understand a wide variety of civil and criminal court cases.

Ability to apply laws, rules and regulations related to the assigned investigative area; perform the wide range of routine, non-sworn investigative duties.

Ability to interview members of the public, suspects, witnesses and victims of crimes to extract and document pertinent information; prepare clear and concise reports.

Incumbents will be required to successfully complete an applicable training course within one year following employment for some positions in this class.

Must be able to pass an extensive background check.

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from employment).

**Working Conditions and Hazards:**

Work performed normally in all types of field conditions.

Depending on the unit assigned, incumbents must be able to lift and carry up to 50 lbs.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.