

Special Investigator

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

1	Knowledge of the functions of local, State, and federal law enforcement and other allied agencies in order to collaborate as necessary.
2	Knowledge of departmental policies, forms, and procedures.
3	Ability to understand how written laws, policies, and codes relate to case investigations and prosecution.
4	Ability to comprehend, interpret, and apply laws, rules and regulations enforced or administered by the department.
5	Ability to locate sources to obtain information or evidence needed for an investigation.
6	Ability to recognize/identify the elements of a crime.
7	Ability to distinguish between criminal, administrative, and civil violations in order to properly conduct investigations.
8	Knowledge of case law pertaining to criminal, administrative, and civil violations.
9	Ability to perform job duties in adverse conditions (e.g., environmental conditions).
10	Knowledge of investigative techniques used to perform assignments.
11	Knowledge of interviewing/interrogation techniques to obtain pertinent information from individuals.
12	Ability to listen attentively to gain relevant information and differentiate between facts, lies and opinions.
13	Ability to travel to required locations during the course of an investigation.
14	Ability to use interviewing and/or interrogation techniques to obtain pertinent information.
15	Ability to utilize and apply resources in an investigation (e.g., criminal reports, DMV databases).
16	Ability to be flexible in investigative duties/activities.
17	Ability to completely and accurately record pertinent information obtained during case investigations.
18	Ability to prioritize case investigation activities.
19	Knowledge of evidence collection techniques to ensure evidence security, integrity, and preservation.
20	Knowledge of the rules of evidence to ensure admissibility.
21	Ability to evaluate case and determine the necessary tasks to conduct a thorough investigation.

22	Ability to act independently with minimal supervision to complete investigative tasks.
23	Ability to conduct advanced, highly complex investigations involving a multitude of violations and/or suspects.
24	Ability to identify, recall, and document the details of an event (e.g., time of day, descriptions of persons present).
25	Knowledge of the safety precautions to take while performing job duties (e.g., surveillance, search warrant, arrest operations, felony vehicle stops).
26	Knowledge of techniques used to diffuse hostile/difficult situations.
27	Ability to perform job duties in hostile/difficult situations.
28	Ability to use and maintain investigative equipment (e.g., sampling devices, evidence kits, computers, media devices, cameras, recorders, vehicles).
29	Ability to determine need for back-up assistance in enforcement activities.
30	Ability to adapt quickly to changing situations under short notice.
31	Ability to develop, organize, and prioritize short and long range plans to successfully complete work in a timely manner.
32	Ability to maintain a professional demeanor in stressful situations.
33	Ability to recognize and deal with sensitive situations in a tactful and effective manner.
34	Ability to verbally communicate in a clear, concise, and effective manner with diverse audiences (e.g., the public, children, parents, supervisors, co-workers, judges, developmentally disabled, district attorneys, the media).
35	Knowledge of the basic rules of grammar of the English language to effectively communicate verbally to a variety of audiences.
36	Ability to establish and maintain professional working relationships with other departmental and law enforcement agencies.
37	Ability to communicate with difficult individuals (e.g., intoxicated, developmentally disabled, mentally ill, otherwise impaired).
38	Ability to maintain professional working relationships with individuals from diverse backgrounds.
39	Ability to take and follow direction from appropriate individuals during the course of an investigation.
40	Ability to follow the chain of command within the organization.
41	Ability to perform job duties as a team member to achieve common objectives in accordance with the department's vision and mission.
42	Ability to manage and prioritize multiple case investigations.

43	Knowledge of the principles of clear and concise writing (i.e., proper spelling and grammar of the English language) when preparing and/or reviewing written materials.
44	Ability to review written materials prepared by others to ensure that they are clear, concise and complete.
45	Ability to write documents (e.g., case investigation reports, transcriptions, memorandums) clearly and concisely for review by various audiences (e.g., supervisors, co-workers, prosecutors, the media).
46	Ability to read and understand the English language.
47	Ability to meet deadlines.
48	Skill to organize and manage time effectively during the course of investigations.
49	Knowledge of legal terminology pertaining to criminal, administrative, and civil cases.
50	Knowledge of the laws of arrest, search and seizure to initiate lawful enforcement.
51	Ability to apply the laws of arrest, search and seizure to ensure lawful enforcement.
52	Ability to properly complete various court orders (e.g., search warrant, arrest warrant, subpoena) in accordance with legal procedures.
53	Knowledge of criminal, administrative, and civil court processes.
54	Ability to stay current with changes made to pertinent laws, regulations, manuals, policies and procedures.
55	Ability to develop work plans for case investigations.
56	Ability to determine how evidence relates to criminal, administrative, and civil cases.
57	Ability to identify inconsistencies in information.
58	Ability to analyze situations in order to take an appropriate course of action in a timely manner.
59	Knowledge of available sources for obtaining information pertaining to a case.
60	Ability to perform basic mathematical calculations (e.g., addition, subtraction, multiplication, division).
61	Ability to use various software programs in order to prepare correspondence and reports.
62	Ability to use standard office equipment, electronic devices, and machines (e.g., fax, copier, telephone, calculators) to facilitate departmental operations.
63	Ability to identify evidentiary material during the course of an investigation.
64	Ability to apply knowledge and techniques learned in training (e.g., department and officer safety policies and procedures) to the job.

65	Ability to learn policies and procedures regarding case investigations and prosecution.
66	Ability to successfully complete departmentally mandated training required to maintain law enforcement related skills (e.g., Peace Officer Standards and Training, Regulatory investigative techniques).
67	Willingness to travel as necessary to complete casework.
68	Willingness to work long and unusual hours including weekends, nights and holidays.
69	Willingness to associate with criminally inclined persons and environments.
70	Possess a high degree of honesty, professionalism, integrity, ethics, and personal accountability.
71	Willingness to perform job duties in adverse conditions (e.g., environmental conditions).