1. The Chief of Police shall appoint Traffic Investigators subject to the approval of the Police and Fire Commission.

2. A Traffic Investigator shall:
   b. Maintain a Rotating Day Off work schedule on the assigned shift.
   c. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
      1) Regular and predictable attendance at work.
      2) Get along with and work well with others.
      3) Make forcible arrests.
      4) Operate a motor vehicle under emergency conditions.
      5) Qualify with Department firearms.
      6) Write clear, concise, accurate reports.
      7) Work with computers and programs used by the Department.
   d. Check E-mail, Voice Mail, and any assigned mailboxes at least once each workday.
   e. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
   f. Keep informed on Supreme Court and other legal decisions affecting the traffic laws, as well as changes in state statutes and local ordinances.
   g. Successfully complete specific accident-related investigation training as directed by the Shift Patrol Lieutenant.
   h. Review assignments for completeness of reports and to determine undeveloped leads needing follow-up.
   i. Utilize all available resources for clearance of accidents or assigned matters, arrest of offenders.
   j. Be familiar with known criminals and their associates; know their general behavior patterns, hangouts, vehicles, and modus operandi.
   k. Make contact with and interview witnesses and potential witnesses and conduct a methodical follow-up investigation of cases, as assigned.
      1) Survey accident scenes and search for evidence and/or witnesses that may have been overlooked during the original contact.
      2) Take question-and-answer statements or sworn affidavits from witnesses and/or suspects.
   l. Be responsible for the accident scenes when in charge of one and delegate assignments deemed necessary.
   m. Develop suspects, arrest and process offenders.
   n. Prepare paperwork for transmittal to the District Attorney’s/City Attorney’s Office for prosecution.
   o. Testify in court and assist the District Attorney’s/City Attorney’s Office with prosecution, i.e., interview alibi witnesses, re-interview witnesses before trial, etc.
   p. Keep the designated shift Sergeant and Shift Patrol Lieutenant informed of the progress or lack of progress with work assignments.
   q. Close cases in accordance with established procedures.
   r. Be responsible for assisting in school safety assignments and problem identification/resolution relating to traffic safety in accordance with the Department's problem solving guidelines.
   s. When assigned, mark and package evidence and prepare transmittal documents for transport to the State Crime lab.
n. Pass on information to Crime Analysis for distribution to other Department members.
o. Answer phone calls when present in the Traffic office.
p. Serve as a training officer for new Traffic Investigators, when assigned.
q. Investigators will not dispatch any official Department correspondence outside the Department over their own signature.
r. Properly complete an Investigator’s Monthly Activity Report.
s. Be responsible for deploying the Speed Trailer as directed by a Supervisor.
t. Be familiar with the results from the Speed Trailer deployments.
u. Assist with the coordination of Speed Enforcement in areas identified as problems or concerns.
v. Perform other duties as assigned.

RELATED PROCEDURES

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