

**CHAPTER 3**  
**THE INVESTIGATOR: UNIFORMED CLASSIFICATIONS**

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## CHAPTER 3

### THE INVESTIGATOR: UNIFORMED CLASSIFICATIONS

#### 1. ASSIGNMENT CRITERIA.

a. Basic Requirements. The quality and ultimate value of the applicant investigation is highly dependent upon the professional skill and integrity of the investigator. Employees considered for selection as applicant investigators should possess the following personal qualities and characteristics:

- (1) Exceptional performance record. This includes past CHP 118, Performance Appraisal–Officer, evaluations with special emphasis on comments regarding their ability to work with minimal supervision.
- (2) Well-groomed and presents an outstanding professional image of the Department in both uniform and civilian attire.
- (3) Willingness to assist in the selection of the best qualified candidates for the job while setting aside all personal biases.
- (4) Above-average interpersonal skills. Able to easily transcend all social and economic levels through personal interaction and verbal communication.
- (5) Above-average written communication skills.
- (6) The ability to conduct thorough, objective, concise, and detailed investigations in a timely manner.
- (7) Willingness to work on a Divisionwide basis.
- (8) A thorough working knowledge of the Department's organization, responsibilities, and goals and objectives, especially in regard to the selection and employment process.
- (9) The ability to work independently with minimal supervision.

b. Selection Process. The guidelines above reflect the criteria for the proper selection of personnel to be assigned as applicant investigators. It is essential to exercise extreme care in the selection of persons to perform the important and sensitive function of an applicant investigator. The Division Applicant Investigation Unit (AIU) coordinator shall conduct interviews with those candidates deemed to be the most qualified. The interview will provide additional insight into the personal qualities and characteristics previously described, allow the interviewer to explain

the Department's expectations of applicant investigators, and provide an opportunity for the candidate to ask specific questions about the position to determine whether or not the candidate is willing and able to fulfill the responsibilities of the position. Comments and/or recommendations provided by the candidate's immediate supervisor and Area commander should also be considered. Those comments should address the confidence the supervisor and Area commander have in the candidate's skills, abilities, and personal qualities and characteristics.

c. Training Period. Initial assignments of applicant investigators should be contingent upon successful completion of a training and evaluation period. A period of not less than 15 days, to ensure the employee is familiar with applicant investigation policy and applicant investigation procedures, is recommended to evaluate a new investigator. Initially, the new investigator should become thoroughly familiar with this manual and develop a working knowledge of the legal requirements, constraints, and guidelines regarding selection and employment. Whenever possible, the new investigator should have the opportunity to work with various experienced investigators in the Division, observing and participating in the various elements of the investigation. During this period, the new investigator should be introduced to the numerous information and record sources available that are essential when conducting an applicant investigation.

## 2. MODE OF DRESS.

a. Plain Clothes Duty. Applicant investigation is generally a plain clothes duty assignment. Uniformed employees assigned to this duty shall conform to the standards for plain clothes duty as outlined in Highway Patrol Manual (HPM) 73.5, Uniform/Grooming and Equipment Standards, Chapter 2, General Requirements, which states "Attire that is conservative, contemporary, and consistent with a business environment." The following equipment shall be carried:

- (1) Departmental badge.
- (2) Departmental identification card.
- (3) Valid California Driver License.
- (4) Handgun, fully loaded with departmentally approved ammunition (except when decorum dictates its removal or when Federal Aviation Agency and airline procedures preclude carrying the weapon as detailed in HPM 70.8, Firearms Manual).

NOTE: The Department will provide an appropriate concealable holster suitable for plain clothes details for officers assigned to applicant investigation duties. The holster can be requisitioned through Business Services Section.

b. Public Image. Applicant investigators are important representatives of the Department and must at all times ensure their conduct and appearance are above reproach. Investigators must bear in mind that persons contacted during the course of the investigation, including the candidate, may not have had prior personal contact with a peace officer. It is important that each person be left with a feeling that courtesy, integrity, and professionalism are qualities of a California Highway Patrol officer.

3. INVESTIGATING PERSONAL ACQUAINTANCES OR RELATIVES. Occasionally, a long-time friend, neighbor, or relative of an investigator may become a candidate for employment with the Department. In the event such a case arises, the investigation should be assigned to an investigator not closely associated with the candidate. However, mere knowledge or acquaintance of a candidate should not preclude an investigator from conducting the investigation. Ultimately, the Division AIU coordinator should determine whether the relationship between an investigator and the candidate would be compromised or prejudicial to a fair and objective investigation.

4. USE OF PERSONNEL NOT ASSIGNED TO APPLICANT INVESTIGATION DUTY. Whenever possible, only those personnel specifically trained for and assigned to applicant investigation duty should be used for gathering information or for investigative interviews. When necessity dictates the use of personnel not trained for applicant investigation, every effort should be made to ensure they are provided with adequate information to enable them to perform the assignment within the constraints of the law and departmental policy.

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