



INVESTIGATOR (DISTRICT ATTORNEY)

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general ~~supervision, conducts investigations for direction, plans, organizes, and participates in the investigation~~ activities of one or more units of the Criminal Investigations Division of the District Attorney's ~~office-relating~~ Office, including investigations related to felony, misdemeanor, juvenile, civil and related cases; ~~and performs related duties as assigned.~~

Distinguishing Characteristics:

SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from the Investigator Supervisor (District Attorney). Exercises no direct supervision over staff, but may supervise daily operations of specialized investigation units or tactical operations. May provide training to less experienced staff.~~

CLASS CHARACTERISTICS

This is ~~an experienced~~ the fully qualified journey-level classification in the investigations class, series. As a sworn peace officer incumbents are responsible for providing ~~investigative~~ investigative support for a variety of District Attorney cases. ~~Incumbents exercise a high degree of independent judgment and have ongoing decision-making responsibility in their~~ In addition, incumbents may supervise daily operations of specialized investigation units or tactical operations such as consumer fraud, narcotic task force, auto theft task force, cold case task force, or the service of search warrants and arrest warrants. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work—unit.

This class is distinguished from ~~Supervising~~ Investigator Supervisor (District Attorney) in that the latter is the ~~first~~ first full supervisory ~~level~~ level in the Investigator ~~series.~~

~~This class is further distinguished from the Investigator (Public Defender) in that the Investigator (District Attorney) series responsible for planning, organizing, supervising and reviewing the work of is a group of investigators and support staff~~ sworn class with peace officer status.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, directs, and conducts investigation ~~complex investigations~~ related to a variety of criminal, civil and juvenile cases, including child abuse, code enforcement, ~~narcotics~~ narcotics, sexual assault, environmental crimes, consumer fraud, real estate fraud, workers' compensation fraud and welfare fraud.
- Locates and interviews defendants, complainants, law enforcement officials, witnesses, and other involved parties; interviews defendants in custody, juvenile hall, and mental facilities.

- > Analyzes and evaluates police, court, and other records; prepares and serves subpoenas; prepares search and arrest warrants.
- > Arranges for transportation, housing, and protection of witnesses who are under grant of immunity, or for paid operators and informants.
- > Collects, secures, and preserves evidence, photographs, fingerprints, and diagrams; prepares court exhibits.
- > Maintains possession and control over evidence and secures the District Attorney's vault in accordance with state laws.
- > Makes arrests, and conducts raids and highly sensitive investigations.
- > Researches and locates witnesses; maintains a list of expert witnesses— and Special Masters.
- > Collects and verifies documents, statements, evidence, and testimony; assists attorneys in analysis of cases.
- > Prepares a variety of investigative reports related to assigned cases; prepares statistical data; organizes and maintains caseload records.
- > Testifies in court to verify information/data collected during investigations.
- > Initiates and processes special legal procedures pertaining to court and/or child support/abduction cases.
- > Operates and maintains a variety of recording equipment.
- > Assists in developing investigation policies and procedures.
 - ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Independently organizes work, sets priorities, meets critical deadlines, and follows up on assignments.
- Provides formal training to staff on work and safety procedures and in the operation and use of equipment; develops and implements training procedures and standards.
- May be assigned to oversee equipment, including firearms and vehicles.
- May supervise daily operations of specialized investigation units or the service of search warrants and arrest warrants
- May supervise operations of grant funded units, track statistical information and grant budgets.
- May participate in authoring and submitting grant applications.
- May act as a representative of the District Attorney's Office and participate in county multi-disciplinary teams.
- > Performs other-related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement, including crime scene and arrest and custody procedures.
- Principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to rules of evidence and criminal investigations.
- Recordkeeping and reporting requirements for criminal investigations.
- Principles and techniques of interviewing and interrogation.
- Sources of information used in locating persons.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Investigate and analyze crime scene and other evidence, evaluate findings, and reach sound conclusions.
- Interview and obtain information from witnesses, suspects, and others.
- Maintain accurate records and files.
- Gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusions, and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

~~Experience:~~

~~OneAny combination of the required training and experience that would provide the required knowledge, skills, and abilities is qualifying.~~

~~Equivalent to graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field, and one (1) year of criminal investigative experience with a law enforcement agency~~

~~OR~~

~~Three; or three (3) years of law enforcement experience that is equivalent to a patrol deputy. —A college degree in Police Science or a related field may be substituted for one of the three years of required experience if qualifying based on law enforcement experience.~~

~~Other Requirements:~~

~~Licenses and Certifications:~~

➤ Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Possession of

➤ ~~Must possess a valid driver's license. Must be willing to work off-hours or on a call-out basis.~~ **Must possess** a current California basic or above P.O.S.T. ~~certification~~**certificate**, pursuant to Penal Code 830.1. Applicants must meet California Government Codes 1029 and 1031 (Minimum Standards for Peace Officers) requirements.

Knowledge of:

➤ ~~Principles and practices of law enforcement, including crime scene and arrest and custody procedures.~~

- ~~Principles, methods and equipment used in the investigation of crimes.~~
- ~~Laws, codes and ordinances governing rules of evidence and criminal investigations.~~
- ~~Methods and techniques of interviewing.~~
- ~~Record keeping and reporting requirements for criminal investigations.~~
- ~~Standard office practices and procedures including the use of a personal computer.~~

Skill in:

- ~~Maintaining accurate records and files.~~
- ~~Preparing clear and concise reports, correspondence and other written materials.~~

Ability to:

PHYSICAL DEMANDS

- ~~Must possess Investigate and analyze crime scene and other evidence; evaluating findings and reaching sound conclusions.~~
- ~~Interview and obtain information from witnesses, suspects and others.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of the work.~~

mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations, visiting various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment:

~~Work is performed both indoors in a standard office setting below ground level with exposure to dust and fumes and infrequent exposure to airborne hazardous substances, and outdoors with exposure to all weather conditions and infrequent exposure to hazardous substances.~~

Physical:

~~Primary functions require sufficient physical ability to work in an office setting or outdoors on level and/or uneven/slippery walking surfaces; operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** use of both hands and use of all fingers; wrist and arm motions, upward/downward flexion of neck and use of both legs. **Occasional** walking, sitting and bending; use of fine finger dexterity of both hands and ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Infrequent** climbing, reaching, running and jumping; lifting, carrying or pushing objects that weigh more than 15 lbs.~~

HISTORY

JCN: 5603

Created: JUN 1990

Revised: JUL 1996

Revised: FEB 2007

Revised: MAR 2013 — HRD

Revised: JUL 2013 — Dept. Updates

Revised: AUG 2013 — Dept. Updates

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while investigating. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work after hours, weekends, holidays, off-hours, or on-call.