

## **SUPERVISING INVESTIGATOR (DISTRICT ATTORNEY)**

### **DEFINITION**

Under general supervision, assigns, directs reviews and supervises the work of sworn and non-sworn staff in the investigative unit of the District Attorney's Office; conducts investigations for the District Attorney's office relating to felony, misdemeanor, juvenile, civil, conservatorship, elder abuse, fraud and related cases; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This class is the first full supervisory level in the Investigator (District Attorney) series responsible for planning, organizing, supervising and reviewing the work of a group of investigators and support staff. The incumbent is also expected to independently perform the full range of investigative duties for a variety of District Attorney cases. This class is distinguished from the Chief Investigator (District Attorney), which has overall management and budgetary responsibility for the entire investigative unit.

### **EXAMPLES OF DUTIES (Illustrative Only)**

- Participates in the hiring of assigned staff; trains staff in County and departmental policies and procedures.
- Evaluates employee performance, counsels employees and effectively recommends initial discipline and other personnel decisions.
- Organizes and assigns work, sets priorities and follows up as required.
- Performs the most difficult, complex and sensitive investigative work.
- Plans, directs and conducts investigations related to a variety of criminal, civil and juvenile cases, including child abuse, code enforcement, narcotics, sexual assault and welfare fraud.
- Locates and interviews defendants, complainants, law enforcement officials, witnesses and other involved parties; interviews defendants in custody in jails, 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.
- Researches and locates witnesses; maintains a list of expert witnesses.
- Collects and verifies documents, statements, evidence and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Supervisory principles and practices, including work planning and evaluation and employee training and discipline.
- 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.
- Recordkeeping and reporting requirements for criminal investigations.
- Standard office practices and procedures including the use of a personal computer.

### **Skill in:**

- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Training others in work procedures.
- Investigating and analyzing crime scene and other evidence; evaluating findings and reaching sound conclusions.
- Interviewing and obtaining information from witnesses, suspects and others.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Other Requirements:**

Must possess a valid driver's license. Must be willing to work off-hours or on a call-out basis. Must possess a current intermediate P.O.S.T. certification, pursuant to Penal Code 830.1.

### **Education and Experience:**

Six years of experience as an investigator with a recognized law enforcement agency or similar setting including at least one year in a lead or supervisory capacity. A college degree in Police Science or a related field may be substituted for one year of required investigative experience.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.