



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

### **DEFINITION**

Under general direction, plans, supervises, organizes, coordinates, and reviews activities 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; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Investigator (District Attorney). Exercises direct supervision over lower level investigative staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level classification in the Investigator (District Attorney) series. As sworn peace officers, incumbents are responsible for planning, organizing, supervising, reviewing the work of a group of investigators and support staff, and are responsible for directing the work of sworn and non-sworn classes either directly or through subordinate investigators. Incumbents are also expected to independently perform the full range of routine to complex investigative duties for a variety of District Attorney cases. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Chief Investigator (District Attorney), which has overall management and budgetary responsibility for the entire investigative division.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Plans, organizes, schedules, assigns, directs, supervises, and reviews the work of assigned investigation staff.
- Evaluates employee performance; counsels employees, and effectively recommends and implements disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Plans, oversees and conducts complex 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.
- Acts for the Chief Investigator on a relief basis.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of law enforcement, including crime scene and arrest, search, seizure, 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.
- Principles and techniques of interviewing and interrogation.
- Recordkeeping and reporting requirements for criminal investigations.
- 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:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Handle the more complex investigations.
- 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.
- Prepare clear and concise reports, correspondence, and other written material.
- Gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusions, and adopt an effective course of action.
- Prepare, review, and evaluate comprehensive correspondence and reports on investigations.
- 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:**

*Any 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 the completion of sixty (60) semester college units in, police science, law enforcement, criminal justice, or a related field, and four (4) years of increasingly responsible experience in law enforcement, including at least two (2) years in a classification equivalent to the County's class of Sheriff's Sergeant or Investigator (District Attorney).

**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 a current intermediate, or higher, P.O.S.T. certification, pursuant to Penal Code 830.1.

**PHYSICAL DEMANDS**

Must possess 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**

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, and holidays; off-hours or on-call.