

COUNTY OF SOLANO

DISTRICT ATTORNEY INVESTIGATOR (SUPERVISING)

Effective date: August 8, 2012

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Rev 08/12**

DEFINITION

Under general direction, plans, organizes, supervises and participates in the activities of one or more investigations units in the District Attorney's Office engaged in conducting investigations of criminal and/or civil law matters; conducts the more complex or sensitive investigations; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to supervise the work of District Attorney Investigators and investigative support staff. Incumbents work in support of the criminal prosecution activities of the District Attorney's Office, supervise staff and are responsible for supervising the daily activities of the criminal prosecution division. This class is distinguished from the Chief District Attorney Investigator by the latter's overall management of the division in the District Attorney's Office.

The District Attorney Investigator class series is distinguished from other investigative class series in Solano County by their possession of peace officer status pursuant to Penal Code 830.1.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and supervises the work of investigative and support staff assigned to one or more investigations units of the District Attorney's Office; ensures compliance with established policy, procedures and legal requirements; provides technical guidance to staff members; communicates departmental mission, goals and objectives to subordinates and encourages accomplishment.
2. Assists the Chief District Attorney Investigator in selecting new staff; trains subordinates in investigative techniques; assigns, reviews and evaluates the work of staff; may recommend cross-training, reassignments and/or disciplinary actions as appropriate and necessary; reviews staff work preparatory to hearings or court action. Assists the Chief District Attorney Investigator in the formulation of investigative plans, policies and procedures; assists the Chief District Attorney Investigator in coordinating activities with local, state and federal agency personnel; establishes and maintains inter agency rapport and cooperation; may assist in the preparation of the unit budget.
3. Coordinates with prosecuting attorneys on investigative support needs, presentation of evidence, credibility and presentation of witnesses, and other matters related to pretrial preparations; serves subpoenas; testifies in court as needed.
4. Participates in the work of the division including advising and assisting in, or personally conducting, difficult and sensitive investigations assigned to the unit which may include working in an undercover capacity; makes decisions as to the types of investigations to be conducted and procedures to be used.

5. Assists the Chief District Attorney Investigator with the coordination of multi-agency investigations for alleged or suspected violation of laws; may respond to inquiries from the public and other agencies.
6. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to gain resolution.
7. Examines correspondence and reports for accuracy, pertinence and consistency with laws and regulations; prepares written and verbal reports containing facts and findings of investigation and recommendations regarding disposition of criminal and/or civil cases.
8. Operates cameras, electronic sound or video equipment and other devices used in investigation activities.
9. Serve as the Chief District Attorney's Investigator in that person's absence,

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education: Forty-five (45) semester units or sixty (60) quarter units of academic course work in Criminal Justice, Criminology, Law Enforcement, Police Science, or a related field which addresses prevention, discovery, control, and treatment of crimes, criminals, and criminality from an accredited college or university.

AND

Experience: Six years of full-time law enforcement experience working primarily in criminal investigative activities in a law enforcement agency, three of which must have been as a District Attorney Investigator in Solano County or its equivalent in another agency.

Note: To meet this experience requirement, the majority of time must have been spent performing duties such as gathering evidence, interviewing and locating witnesses, investigating crime scenes, and writing reports of findings to be used in Court in the prosecution of defendants. Incidental investigative work which is gained through performance of duties such as patrol, inmate custodial work, accident investigation, etc. is not considered qualifying.

Knowledge of:

- Methods, techniques and procedures employed in crime detection, criminal/civil investigations and preservation of evidence;
- The California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Election Code, Business and Professions Code, Government Code and other state and federal laws and case law as applicable to criminal and civil investigations;
- Methods and techniques of investigation;
- Laws of search, seizure and arrest;
- Rules of evidence; courtroom practices and procedures;
- Interviewing and interrogation techniques;
- Use and care of firearms;
- Investigative report writing techniques;
- Methods used in identification, evaluation and preservation of evidence;
- Crime scene search and reconstruction techniques;

- Witness protection practices;
- Principles and techniques of effective supervision, staff training and performance management;
- Use of cameras and other investigative equipment;
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities;
- Criminal lab procedures;
- Work procedures and methods;
- County administrative rules and procedures.
- Principles and practices of work safety related to investigative work.

Skill in:

- Using firearms, less-lethal devices and empty-hand control
- Working independently with a minimum of supervision;
- Exercising good judgment and making sound decision in the analysis of investigative problems;
- Operating office equipment such as personal computers and computer terminals, fax machines, etc.

Ability to:

- Plan, organize and supervise the work of subordinate staff engaged in assigned work;
- Conduct complex and highly sensitive investigations;
- Review and evaluate complex investigative reports, statements and complaints to determine appropriate action;
- Work as part of the prosecution team;
- Obtain information from interviews and interrogations;
- Make decisions and independent judgments;
- Communicate effectively both verbally and in writing with people of diverse socioeconomic backgrounds;
- Determine the appropriate course of action in emergency and/or stressful situations;
- Collect and analyze data to draw logical conclusions and make appropriate recommendations;
- Comply with laws, regulations and professional practices governing investigative operations;
- Secure cooperation and teamwork among law enforcement agents from other jurisdictions;
- Maintain accurate records and document actions taken;
- Prepare thorough and concise investigative reports;
- Prioritize work assignments;
- Develop and use informant relationships;
- Operate automated information systems;
- Operate and maintain cameras and other equipment;
- Recognize and respect scope of authority;
- Identify operational problems;
- Testify in court;
- Provide protection to witnesses;

- Make arrests;
- Understand and apply laws and ordinances, departmental policies, rules and procedures;
- Establish and maintain cooperative working relationships;
- Maintain confidentiality of information.

SPECIAL REQUIREMENTS

Possession of a valid and current California Peace Officers Standards and Training (P.O.S.T.) Intermediate Peace Officer Certificate.

Completion of a valid California P.O.S.T. Investigation and Trial Preparation Course within 12 months of employment is required.

Completion of a valid California P.O.S.T. Supervisory Course within 12 months of employment is required.

Possession of or ability to obtain a valid Class C California driver's license.

ADA COMPLIANCE

Physical Ability: Positions in this class typically required stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, climbing ladders, stairs, ramps, etc., and repetitive motion. Some tasks involve exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Considerable force may be required performing tasks such as making arrests, particularly if the subject of arrest resists the action. Tasks may involve extended periods of time sitting at a keyboard or workstation and sitting or standing while conducting surveillance.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of injury or illness. May be required to work outdoors in extreme heat or inclement weather.

SUPPLEMENTAL INFORMATION

Incumbents may be assigned to work outside of normal office hours.

Incumbents must be able to work any shift, holiday and weekend, and anywhere in the County.

Incumbents may have to travel outside of the county, state, or country on official business.

Incumbents must have the ability to possess a US passport.

Incumbents must be US citizens.

Peace officers must meet minimum standards concerning citizenship, age, character, education, physical and mental conditions as set forth in Sections 1029 and 1031 of the California Government Code.

Candidates in this position will be required to pass a rigorous background investigation in accordance with applicable laws, regulations or policies.

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