

COUNTY OF SOLANO
CLASS SPECIFICATION
CHIEF DISTRICT ATTORNEY INVESTIGATOR

Effective Date of Revision: 03/31/2014

CLASS SUMMARY:

Under general direction, manages the Bureau of Investigations of the District Attorney's Office by planning, organizing, coordinate and supervising the work involved in conducting investigations of criminal and civil law matters, subpoena services and crime victim assistance; conducts the more complex or sensitive investigations of criminal and civil law matters in the District Attorney's office; performs related duties as required.

This classification is characterized by the management, administrative and operational responsibility of the Bureau of Investigations of the District Attorney's Office. The incumbent assists the District Attorney in establishing the methods and techniques required to implement policies and investigative program operations. The duties and responsibilities of this class are directly related to active law enforcement requiring the incumbent to possess California peace officer status pursuant to Penal Code 830.1.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **District Attorney** class which manages the District Attorney's Office; and
- **District Attorney Investigator (Supervising)** class which supervises one or more of the investigations sections in the Bureau of Investigations unit; and
- Other investigative class series in Solano County such as **Chief Public Defender Investigator** by the designation as peace officer with full powers of arrest and the **Welfare Fraud Investigator Manager** by the latter's emphasis on investigation of welfare fraud with limited peace officer powers.

SUPERVISION RECEIVED AND EXERCISED:

- Receives general direction from the District Attorney.
- Supervises District Attorney Investigators and employees in clerical and technical classes and may supervise employees in the class of District Attorney Investigator (Supervising).

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the Bureau of Investigations unit and performs managerial responsibilities such as:
 - assuring unit compliance with regulatory and statutory authority, applicable departmental and professional practice through the development and implementation of operational policy and procedure;
 - reviewing and evaluating the operational impact of proposed legislation and regulations;
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the unit's budget;

- monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing and recommending disciplinary actions and terminations;
 - providing career development mentoring;
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Department in community outreach efforts by:
 - developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - representing the Department's needs and priorities within these "partnerships";
 - representing the Department in a variety of community outreach activities and public awareness programs;
 - speaking to groups and individuals regarding departmental activities and services; and
 - participating as an active and contributing member of designated community organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Establishes and maintains inter-agency rapport and cooperation by:
 - Coordinating activities with local, state and federal agency personnel;
 - Assisting local, state and federal law enforcement agencies in their investigation of criminal law violations; may oversee coordination of multi-agency investigations for alleged or suspected violation of civil or criminal laws; and
 - Assisting in fire investigations.
- Coordinates with the District Attorney, Chief Deputies, and supervising prosecuting attorneys on investigative support needs, presentation of evidence, credibility/sequence of witnesses, and other matters related to pretrial preparations; testifies in court as needed.

- Participates in the work of the unit including personally conducting, difficult and sensitive investigations assigned to the unit; operates cameras, electronic sound or video equipment and other devices used in investigation activities.
- 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.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education:

Associate's degree, or equivalent, or higher from an accredited college;

Note: The possession of a Bachelor's degree or higher may be a factor considered during the rating and/or selection process.

AND

Experience:

Five (5) years of progressively responsible investigative and supervisory experience in a law enforcement agency.

Note: To meet this experience requirement, the majority of time must have been spent performing duties or supervising others who are 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.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- Applicants are required to possess the following State of California Peace Officers Standards and Training (P.O.S.T.) Certificates: Advanced and Supervisory.
- Incumbents will be required to complete a certified Investigation and Trial preparation Course within 12 months from date of hire.
- Incumbents will be required to complete the State of California Peace Officers Standards and Training (P.O.S.T.) Management Certificate within 12 months from date of hire.

All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Methods, techniques and procedures employed in crime detention, detection, criminal apprehension, and criminal investigations and the preservation of evidence.
- Laws, regulations and policies applicable to work performed/unit managed/unit supervised such as: The California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Election Code, Business and

Professions Code, Government Code, Uniform Fire 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; investigative report writing techniques.
- Techniques for identification, evaluation and preservation of evidence; crime scene search and reconstruction techniques.
- Witness protection practices.
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities.
- Criminal lab procedures.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Operate and maintain cameras and other investigative equipment.
- Use firearms, less-lethal devices and empty-hand control.
- Defend oneself and others.
- Make arrests.
- Conduct complex and highly sensitive investigations; review and evaluate complex investigative reports, statements and complaints to determine appropriate action; maintain accurate records and document actions taken; prepare thorough and concise investigative reports.
- Work as part of the prosecution team;
- Obtain information from interviews and interrogations.
- Make decisions and independent judgments; determine the appropriate course of action in emergency and/or stressful situations.
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds.
- 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.
- Prioritize work assignments.
- Develop and use informant relationships.
- 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.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Operate office equipment including a personal computer and related software applications, copy and fax machines and printers as well as audio/visual equipment, and other equipment used in essential functions.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** 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.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.
- **Office Work plus Outdoor Work:** While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, working around vehicles in operation, and exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather;

- Traffic Hazards: Employees in this class will be required to operate a vehicle in emergency conditions and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class will be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Peace Officer Requirements:
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
 - Employees must meet requirements to possess and carry firearms.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved: March 1997
- Date(s) Revised: February 2003, March 2014
- Date(s) Retitled and Previous Titles of the Class: Not applicable
- Class Code: 417020



Director of Human Resources