

COUNTY OF SOLANO

CHIEF DISTRICT ATTORNEY INVESTIGATOR

DEFINITION

Under general direction, plans, organizes, coordinates and supervises the activities of the criminal investigation staff of the District Attorney's office; conducts the more complex or sensitive investigations of criminal and civil law matters in the District Attorney's office; performs related duties as required.

CLASS CHARACTERISTICS

This classification is characterized by the management, administrative and operational responsibility of the Criminal Investigations Division 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. This class series is distinguished from other investigative class series in Solano County by the designation as peace officers with full powers of arrest.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Manages the investigative and support staff assigned to the Criminal Investigations division; assures division compliance with regulatory and statutory authority, applicable departmental and professional practice through the development and implementation of operational policy and procedure; reviews and evaluates the operational impact of proposed legislation and regulations.

Organizes, supervises, and evaluates the work of investigative and support staff assigned to the District Attorney's Office; selects and assigns the work of investigation personnel; trains, assigns and evaluates staff; provides technical guidance to staff; communicates objectives and encourages accomplishment; implements cross-training, reassignments and/or disciplinary actions as appropriate and necessary; reviews staff work preparatory to hearings or court action.

Analyzes and makes recommendations for changes in division rules, regulations and procedures; confers with department management in the formulation of investigative plans, policies and procedures; coordinates activities with local, state and federal agency personnel; establishes and maintains inter-agency rapport and cooperation; participates in the preparation of the division

budget.

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 advising and assisting in, or personally conducting, difficult and sensitive investigations assigned to the unit; makes decisions as to the types of investigations to be conducted and procedures to be used.

Assists 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.

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.

Operates cameras, electronic sound or video equipment and other devices used in investigation activities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, techniques and procedures employed in crime detention, criminal 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; 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.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers as well as audio/visual equipment, and other equipment used in essential functions.

Operate automated information systems.

Operate and maintain cameras and other investigative equipment.

Use firearms.

Ability to:

Plan, organize, coordinate, supervise and evaluate the work of subordinate staff;

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.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

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

Education/Training:

Associate's degree is required from an accredited college or university in Criminal Justice or a closely related field.

SPECIAL REQUIREMENTS

Possession of valid California P.O.S.T. Advanced and Supervisory certificates is required.

Completion of a certified Investigation and Trial Preparation Course is required within 12 months from date of hire.

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

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

SUPPLEMENTAL INFORMATION

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

Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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 job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Director of Human Resources

Established Date: March 1997

Revised Date: February 2003

BOS Date: June 30, 2003

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