

COUNTY OF SOLANO

DISTRICT ATTORNEY INVESTIGATOR (SUPERVISING)

Est 3/97

DEFINITION

Under general direction, plans, organizes, supervises and participates in the activities of one or more investigations units in the Criminal Investigations Division of 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 participate in the work of the Criminal Investigations Division, supervise staff and are responsible for supervising the daily activities of the Criminal Investigations Division. This class is distinguished from the Chief District Attorney Investigator by the latter's overall management of the Criminal Investigations Division of the District Attorney's Office.

The District Attorney Investigator class series is distinguished from other investigative class series in Solano County by their designation as peace officers who have full powers of arrest.

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 Criminal Investigations Division 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.
3. 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.

EXAMPLES OF DUTIES (Continued)

4. 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.
5. Participates in the work of the division 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.
6. May assist 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.
7. Examines correspondence and reports for accuracy, pertinency 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.

QUALIFICATION GUIDELINES

Education and/or Experience

Progressively responsible experience performing criminal investigative activities in a law enforcement agency which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

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 AND a minimum of 30 P.O.S.T training points plus a minimum of 30 education points in Criminal Justice or a related field of study or any combination of law enforcement experience, P.O. S.T. training points, and education points or degree required to qualify for the California P.O.S.T. Intermediate Certificate.

Knowledge/Skills/Abilities

Thorough knowledge of the 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

Knowledge/Skills/Abilities (Continued) 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; use of cameras and other investigative equipment; law enforcement/criminal justice and other automated information systems used in criminal investigation activities.

Considerable knowledge of criminal lab procedures.

Working knowledge of the principles and practices of supervision and training; employment interviewing; implementing work procedures and methods; County administrative rules and procedures.

Skill in the use of firearms; 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 judgements; 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; 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 California Peace Officers Standards and Training (P.O.S.T.) Intermediate Certificate is required.

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

SPECIAL REQUIREMENTS (Continued)

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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 is required.

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

SUPPLEMENTAL INFORMATION

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

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