

**COUNTY OF SOLANO**

**DISTRICT ATTORNEY INVESTIGATOR**

Rev. 10/91

**DEFINITION:**

Under general direction, conducts investigations to gather and evaluate evidence for use in criminal and civil prosecution; performs related duties as required.

**CLASS CHARACTERISTICS:**

This classification describes the full working level in skilled investigation work performed in support of the criminal prosecution activities of the District Attorney's Office. Incumbents perform a wide variety of investigative assignments utilizing the full range of investigative techniques. The duties and responsibilities of this class are directly related to active law enforcement qualifying incumbents for peace officer status pursuant to Penal Code 830.1. Incumbents work with minimal supervision, determining their own work priorities and methods after consultation with prosecuting attorneys requesting investigative support.

**EXAMPLES OF DUTIES:**

Duties may include but are not limited to the following:

1. Plans and conducts investigations to support a wide variety of criminal and civil prosecutions including complex fraud and alleged corruption in public agencies, violation of fair political practice laws, narcotics investigations and police related deaths.
2. Gathers pertinent information and evidence by interviewing complainants, witnesses and suspects; locates, transports and provides protective service to prosecution witnesses; gathers intelligence information from a variety of official and unofficial sources; conducts surveillance details; make arrests.
3. Coordinates with prosecuting attorneys on investigative support needs, presentation of evidence, credibility/sequence of witnesses and other matters related to pretrial preparations; serves subpoenas; testifies in court as needed.
4. Assists other state, federal and local law enforcement agencies in their investigation of criminal law violations; may coordinate multi-agency investigations of alleged or suspected violation of civil or criminal laws.
5. Prepares written and verbal reports containing facts and findings of investigation and recommendations regarding disposition of criminal and/or civil cases.

**EXAMPLES OF DUTIES: (continued)**

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

**QUALIFICATION GUIDELINES**

**EDUCATION AND/OR EXPERIENCE:**

Considerable investigative experience in a law enforcement agency which demonstrates possession of and competency in requisite knowledge and abilities.

**KNOWLEDGE/SKILLS/ABILITIES:**

Considerable knowledge of the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Election Code, Business and Professional Code, and Government Code; 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.

Working knowledge of criminal lab procedures.

Ability to independently plan, organize and conduct criminal and civil investigations; 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 socio-economic 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 Basic P.O.S.T. Certificate or District Attorney Investigators Basic P.O.S.T. Certificate is required. In addition, the satisfactory completion of a certified Investigation and Trial Preparation Course is required within 12 months from date of hire.

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

**SUPPLEMENTAL INFORMATION:**

Incumbents will 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.