

COUNTY OF SOLANO
CLASS SPECIFICATION
DISTRICT ATTORNEY INVESTIGATOR
Revised Date: 08/08/12

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 class 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, apprehension and enforcement assignments utilizing the full range of law enforcement techniques. The duties and responsibilities of this class are directly related to active law enforcement requiring incumbents possess California peace officer status pursuant to Penal Code 830.1. Incumbents work with minimal supervision, often determining their own work priorities and methods after consultation with their supervisor or with the prosecuting attorneys requesting investigative support.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans and conducts investigations, to include reviewing and analyzing complex financial records of businesses, organizations, and/or individuals, 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, general felonies, child abductions, and police related deaths or injury. May have to work in an undercover capacity.
2. Gathers intelligence information from a variety of official and unofficial sources; performs stationary and moving surveillance and undercover work using sound, photographic, video, etc. equipment; identifies and locates witnesses, victims, suspects and other persons by using information obtained through law enforcement databases, directories, utility records, internet sources, public or private agencies, employers, families, neighbors, etc.

3. Interviews complainants, witnesses, suspects, subject matter experts, etc.; interprets and explains the provisions of laws, rules or regulations related to the investigation.
4. Locates, transports and provides protective service to prosecution witnesses; administers relocation program financials.
5. Assists in the preparation and service of search warrants to seize persons and property, financial or business records; plans, organizes, directs and conducts search and arrest operations; makes arrests with the ability to control resisting subjects with a minimum use of force to effect the arrest.
6. 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.
7. 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.
8. Prepares written and verbal reports containing facts and findings of investigation and recommendations regarding disposition of criminal and/or civil cases. Prepares courtroom graphic illustrations and exhibits; constructs flowcharts diagrams, and appropriate schedules to use as evidence and trial exhibits.
9. Enforces local, State and Federal laws.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education: Thirty (30) semester units or 45 quarter units of academic course work in Criminal Justice, Criminology, Law Enforcement, Police Science, or related field which addresses prevention, discovery, control, and treatment of crimes, criminals, and criminality from an accredited college or university.

AND

Experience: Three years as a detective/investigator with a District Attorney's office, Sheriff's Department, Police Department, or other recognized public law enforcement agency whose primary responsibility is the investigation of criminal activity.

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:

- 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.
- 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 emergency vehicles and drive under emergency conditions;
- Operate and maintain cameras and other equipment;
- Recognize and respect scope of authority;

- Testify in court;
- Provide protection to witnesses;
- Defend themselves and others;
- Make arrests;
- Understand and apply laws and ordinances; departmental policies; and rules and procedures;
- Establish and maintain cooperative working relationships;
- Possess and carry firearms;
- Maintain confidentiality of information.

SPECIAL REQUIREMENTS

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

The satisfactory completion of the training required by P.O.S.T. for District Attorney Investigators is required within 12 months from date of hire.

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 will 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 U.S. passport.

Incumbents must be U.S. citizens.

Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition 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.

Class History Information:

Approved by the CSC:

Revised: October 1991

Revised: August 8, 2012