

**CHIEF INVESTIGATOR****DEFINITION**

Under direct supervision from the District Attorney and Assistant District Attorney, to plan, organize, supervise and participate in the investigation of complaints and criminal matters submitted to the District Attorney's Office; and to perform related work as required. The Chief Investigator is responsible for the overall operation. This management position is a sworn peace officer pursuant to 830.1(a) of the California Penal Code.

**OVERVIEW**

This single position classification is responsible directly to the District Attorney and the Assistant District Attorney for management and administration of all investigative functions of the District Attorney's Office. While general policy guidelines are established by the District Attorney, the Chief District Attorney Investigator is responsible for establishing the methods and techniques required to activate these policies and implement program operations. The incumbent personally performs internal and other investigations as necessary.

**EXAMPLES OF DUTIES** - *Duties may vary within classifications. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.*

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for investigations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in investigative activities.

Prepares and submits investigative reports.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for supplies and equipment; monitor and control expenditures.

Receives and investigates citizen inquiries and complaints regarding department procedures or personnel; conducts internal affairs investigations on behalf of the District Attorney when requested.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Coordinate investigation activities with those of other departments and outside agencies and organizations; serve as a liaison to State and Federal law enforcement agencies; review and implement new State and Federal policies and procedures on the County level.

Responds to major incidents, providing leadership, coordination and/or backup in emergency or high-risk situations.

Monitor revenues and expenditures; review and revise procedures and methods to increase revenues.

Performs investigative duties including interviewing suspects, witnesses and other persons involved in assigned cases; researching and reviewing background information; locating individuals; conducting surveillance operations, etc.

Investigate the most difficult and complex cases; provide direction and leadership to assist staff members on assigned cases.

Oversees special projects or programs as assigned.

Reviews delinquent related files; and obtains arrest warrants as necessary.

Prepare correspondence including correspondence to other agencies regarding assigned cases; coordinate the preparation of court summonses; serve court subpoenas.

Arrest individuals when appropriate.

Receives and responds to inquiries from clients and others involved in cases; handles client disputes and complaints.

Performs general office work as required, which may include but not limited to preparing reports, legal documents and correspondence, attending meetings, entering and maintaining computer data, copying and filing documents.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

The organization, function, procedures and responsibilities of the District Attorney's Office.

Accepted practices and procedures of criminal/civil investigation.

Criminal law with special reference to the Penal Code, laws of arrest and search and seizure.

California Business and Professions Code, and the California Civil Code.; Federal and State claiming regulations and procedures; principles of statistical analysis; techniques of interviewing, interrogation and collection; Peace Officer Standards and Training (POST) policies and training standards; ensure adherence to POST standards for background investigations; principles of budget preparation and maintenance.

Civil law and the Welfare and Institutions Code with reference to criminal investigations of minors.

Police methods and procedures, including patrol, crime prevention, criminal investigation, identification techniques, criminal law and civil process.

Criminal behavior and methods of operation.

Applicable occupational hazards and safety precautions.

Principles of supervision as applied in a law enforcement agency.

Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures.

Modern office practices, methods and computer equipment.

Record keeping principles and procedures.

Computer applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

**Ability to:**

Work under stressful or dangerous conditions occasionally involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Use judgment and discretion in dealing with emergency situations.

Use judgment and discretion in handling internal problems of both the division and the department.

Analyze and apply new laws and law enforcement techniques, etc.

Provide effective officer training.

Maintain high personal standards of ethics and integrity.

Make sound, educated decisions.

Input and retrieve data at a speed necessary to complete essential functions of position.

Work independently and as a team member.

Use English effectively to communicate in person, over the telephone and in writing.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. organize own work, set priorities and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Maintain significant flexibility in daily operations and decision making.

Read and interpret various materials pertaining to the responsibilities of the job.

Assemble and analyze information and prepare written reports and records in a clear and concise manner.

Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines in politically sensitive situations.

#### **MINIMUM REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:*

**Education:** Equivalent to graduation from an accredited four-year college or university with major work in criminal justice. (Substitution: Full-time, paid experience as a law enforcement officer may be substituted for the required education on a year-for-year basis.)

**Experience:** Four years of full-time law enforcement experience.

**Certificate:** Possession of a valid P.O.S.T. Intermediate Certificate.

**License:** Possession of a valid California driver's license issued by the Department of Motor Vehicles.

**Peace Officer Status Requirements:** District Attorney Investigators are peace officers and must meet all of the minimum standards pursuant to state penal and government codes, including:

Age: Must be at least 21 years of age.

Citizenship: Must be a U.S. citizen or a permanent resident alien who has applied for citizenship. A permanent resident alien who has applied for citizenship will be required, if appointed, to provide yearly proof of application status with the Immigration and Naturalization Service (INS). Failure to cooperate with the INS or denial of citizenship will result in termination of employment.

Felony Convictions: Must not have been convicted of a felony. Convictions for misdemeanors and/or traffic offenses will be assessed to determine fitness for appointment.

#### **Special Requirements:**

- (1) Ability to: work irregular hours including evenings, weekends and occasional holidays;
- (2) qualify for security clearance including a thorough background investigation and fingerprint check;
- (3) ability to qualify for, maintain qualification for and carry a firearm.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**Working Conditions**

Tasks may require occasional exposure to violent and stressful situations, adverse environmental conditions, extreme heat/cold, strong odors and/or smoke, strong and/or toxic chemicals, dust and pollen. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures and California criminal law. May be subject to irregular working hours and extreme stress due to deadlines, as well as the nature and type of criminal caseload.