

CLASS SPECIFICATION



CLASS: DA Investigator I/II
ALLOCATION: District Attorney
FLSA STATUS: Non-exempt
UNION AFFILIATION: DSA

ESTABLISHED: Circa 1992
REVISED: May 2023

JOB SUMMARY:

Under general supervision performs technical and investigative work in criminal cases and civil matters.

CLASS CHARACTERISTICS:

Investigators are sworn peace officers who serve in the District Attorney's Office.

The District Attorney is the representative not of an ordinary party to a controversy, but of a sovereignty whose obligation to govern impartially is as compelling as its obligation to govern at all; and whose interest, therefore, in a criminal prosecution is not that it shall win a case, but that justice shall be done. As such, he is in a peculiar and very definite sense the servant of the law, the twofold aim of which is that guilty shall not escape or innocence suffer. Investigators help conduct investigations that are often critical to proving a suspect's guilt, or determining their innocence. As such, incumbents in this class must maintain the highest levels of integrity, professionalism, and commitment to justice.

Investigators support the District Attorney's mission by investigating a wide variety of crimes and civil violations, gathering evidence, interviewing, interrogating, and locating witnesses and suspects, investigating the scene of the crime, analyzing evidence, and documenting their investigation through written reports. Investigators also assist attorneys by organizing and preparing witnesses and evidence for presentation at trial.

The Investigator class is flexibly staffed with two salary levels. Investigator (Level II) is the journey level in the series. This is the level assigned to Investigators with at least eight (8) years of experience as a peace officer, who have demonstrated sufficient professional knowledge, judgement, and skill to handle the most difficult and complex investigations under limited supervision. Level I is the first working level in the series, assigned to Investigators who qualify as peace officers, but have less experience, knowledge, and skill. Level I incumbents perform the same work, but under closer supervision.

The Investigator class is distinguished from the Investigative Assistant class in that the latter are not sworn peace officers and do not perform hazardous work that requires arrest powers and/or authorization to carry a firearm. The Investigator class is distinguished from the next higher class of Chief DA Investigator in that the latter class is responsible for administering, managing, and supervising the work of the Investigative and Legal Services Division of the District Attorney's Office.

EXAMPLES OF DUTIES:

Essential:

- Investigate violations of criminal and civil law within the legal jurisdiction of the District Attorney.
- Perform field investigations of crime scenes.
- Identify and locate witnesses, victims, and suspects using law enforcement techniques.
- Interview victims, witnesses, and suspects to obtain or clarify information related to assigned cases.
- Locate, collect, document, analyze, and preserve facts and physical, biological, and/or digital evidence.
- Arrange for or conduct forensic testing of evidence as directed.
- Maintain records of investigative activities, and prepare reports and correspondence.
- Review reports from law enforcement agencies.

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- Testify in court.
- Assemble and prepare evidence for presentation in court.
- Provide training to law enforcement personnel.
- Perform stationary and moving surveillance.
- Pursue and apprehend suspects and request assistance as required; book and transport prisoners.
- Make arrests with the ability to control resisting subjects with a minimum use of force.
- Use and care for small arms and less-lethal weapons.
- Write and serve search warrants and perform interstate extraditions.
- Serve as a team lead for investigations, including multi-agency investigations.
- Provide protection for victims, witnesses, and office staff.
- Respond to emergencies, such as wild fires, to help keep order and protect life.
- Provide mutual aid to other agencies by performing law enforcement related duties, such as patrol, investigations, or emergency response, as assigned.
- Perform related duties as assigned.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Operates standard office equipment, utilizes a variety of computerized databases, operates tape/digital electronic recording and duplicating equipment, and operates digital photography and imaging equipment, in the course of the work; drive a motor vehicle to perform patrol operations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Authority, limitations, and functions of the District Attorney's Office.
- Principles, practices, techniques and equipment used in law enforcement, patrol, crime scene and follow-up investigation, pursuit and apprehension of suspects, and arrest and custody of prisoners.
- Investigation and identification techniques and equipment.
- Principles and techniques for effective interviewing.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, regulations, and court decisions.
- Safety practices and policies pertaining to the work, including the safe use and proper care of firearms.
- First aid methods and procedures.
- Computer applications related to the work, including office productivity, electronic recording, media editing, and computer forensics.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Conducting investigations independently and effectively.
- Interpreting and applying complex laws, ordinances, procedures and policies.
- Locating, collecting, documenting, and preserving evidence.
- Interviewing victims, witnesses, and suspects.
- Speaking clearly, concisely, and logically.
- Maintaining accurate files and preparing clear and concise records, reports, correspondence.

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- Observing and accurately recalling places, names, descriptive characteristics and facts of incidents.
- Exercise sound independent judgment and initiative within procedural guidelines.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Obtaining necessary information from individuals in stressful or emergency situations.
- Being aware of others' reactions and understanding why they react as they do.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Recognize when something is wrong or is likely to go wrong.
- Work cooperatively with a variety of individuals and maintain the confidence and respect of others.
- Work effectively under pressure and maintain exemplary ethics.
- Be exposed, on a regular basis, to graphic content depicting and describing extreme violence.
- Accept criticism and perform calmly, purposefully, and appropriately in emergency and stressful situations.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.
- Process a high volume of work amid interruptions.
- Comply with County, department, and division policies, procedures and regulations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen, speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Independent body mobility sufficient to stand, sit, walk, stoop and bend to access a typical patrol environment and a standard office environment.
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods.
- Strength, stamina and other physical and psychological characteristics to meet and maintain P.O.S.T. standards.
- Ability to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work with potential exposure to life threatening circumstances.
- Work with exposure to potentially difficult or dangerous individuals.
- Work in a typical patrol environment and office setting.

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- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.
- Occasional evening or weekend work is required; may be required to respond to investigative requests and/or crime scenes outside of regular business hours.
- Occasional travel required in and out of state for business and training.
- On a regular basis will be exposed to and work with content depicting and describing extremely graphic violence, sex, sexual assault, and other prurient conduct.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

All Levels

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess a valid P.O.S.T. Basic Certificate or a P.O.S.T. Basic Academy Certificate
- Possess and maintain firearms qualification.

Special Requirements:

- Must meet the State of California requirements for peace officer status (830.1 CA Penal Code), including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, and being at least 18 years of age. Must be a U.S. Citizen at time of appointment (Pursuant to Government Code Section 1031 & Vehicle Section 2267).
- Work off-hours, night, weekend and/or holiday shifts.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must successfully complete a designated Field Training Program and probationary period.

Education and Experience:

The minimum and preferred requirements for education and experience are listed below. While the following requirements outline the minimum qualifications, the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Investigator (Level I):

MINIMUM: Equivalent to graduation from high school, and possession of a valid California P.O.S.T. Basic Certificate or a P.O.S.T. Basic Academy Certificate.

PREFERRED: In addition to the minimum, paid or volunteer investigative experience and/or experience as a patrol officer.

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Investigator (Level II):

MINIMUM: Equivalent to graduation from high school, and eight (8) years of full-time experience as a peace officer as defined by California Penal Code sections 830.1 or 830.2. At least two (2) years of the full-time peace officer experience must be in an investigative assignment.

PREFERRED: In addition to the minimum, a Bachelor's Degree, and additional experience as a peace officer, including time spent in an investigative assignment.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job related duties other than those contained in this document.

Dept Approval: Department Head

HR Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: D

WC: 9410

Established:

District Attorney Investigator Circa 1992;
Revised 2016

DA Investigator I/II July 2023