

IMPERIAL COUNTY

CLASS TITLE: DISTRICT ATTORNEY INVESTIGATOR I

BASIC FUNCTION:

Under the direction of an assigned supervisor, to perform a wide variety of investigations of alleged or suspected violations of civil and criminal laws; to enforce State, County, and Federal laws and ordinances; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level District Attorney Investigator. Initially, employees are assigned the less difficult investigations and work is closely reviewed and supervised; as knowledge and experience are gained, employees are expected to work more independently. Work may involve an element of personal danger and may entail long hours of work at unusual times of the day or night. This classification is distinguished from District Attorney Investigator II in that the latter is the journey level in the series, works more independently and may train or lead others on assignments.

Employees of the District Attorney Investigator series are statutory full-time peace officers and have a duty to act upon criminal violations occurring in their presence. Employees are peace officers as defined by Section 830.1 of the Penal Code.

REPRESENTATIVE DUTIES:

Conducts a wide variety of investigations; inspects crime scenes to locate, identify, assemble, and preserve evidence; conducts surveillance and undercover operations as required or assigned.

Interviews and interrogates complainants, suspects, witnesses, and other person to obtain information; issues and serves subpoenas; examines court, police, public, and governmental records needed for investigations; records and evaluates information obtained.

Assists Deputy District Attorneys in arranging appearances of witness at trials and hearings and in preparing the presentation of evidence; testifies in court.

Protects and relocates victims/witnesses on a temporary or permanent basis.

Provides investigative expertise as assigned in specialty areas such as prison crimes, domestic violence, welfare fraud, In Home Support Services fraud, elder abuse, child abuse and abduction, auto fraud, embezzlement, and gaming crimes.

Arrests suspected criminals; writes and serves arrest warrants, affidavits, search warrants, summons, and complaints; participates in the execution of Federal, State, and local arrests and search warrants.

Participates in Federal, State, and local law enforcement intelligence activities; establishes and maintains contact with informants.

Assists out-of-state law enforcement agencies.

Participates in multi-agency task forces and law enforcement Mutual Aid incidents.

Collects, compiles, and analyzes factual information, including books, records, and accounts, prepares diagrams, photographs crime scenes, and collects other forms of evidence; prepares reports for the evaluation of prosecution of criminal cases;

Assists in the recovery of abducted children for other countries who are Hague Convention members.

Maintains and creates logs, records, files, timelines, and spreadsheets on a variety of cases.

Performs other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of criminal investigations including, gathering, preserving, and presenting evidence, basic identification techniques, and methods of operation.

Laws of arrest, search and seizure, rules of evidence, and courtroom procedures.

Interviewing and interrogation techniques.

Civil and criminal laws and ordinances in effect in the County.

Safe use and care of firearms.

Principles and practices of records and file management.

ABILITY TO:

Effectively perform a wide range of investigations of alleged or suspected violations of civil or criminal laws.

Gather, assemble, analyze, and evaluate facts and evidence; draw logical conclusions and make recommendations.

Use issued firearms skillfully and effectively.

Make arrests and transport arrestees to jail.

Present evidence in court.

Exercise appropriate judgement in answering questions and releasing information; analyze and understand consequences of decisions and/or recommendations.

Interpret, analyze, and apply pertinent Federal, State, and local laws, rules and regulations.

Obtain information through interviews.

Keep abreast of trends, technology, and requirements in law enforcement/investigative operations.

Load, transport, and store evidence; operate technical investigative equipment such as digital recorders, cameras, and electronic sound equipment.

Establish and maintain effective working relationships with those contacted in the course of work.

Assess emergency circumstances and develop, implement, and direct appropriate response strategies.

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

Deal courteously, yet firmly and effectively, with the public in law enforcement situations.

Prepare and execute legal documents such as subpoenas, affidavits, and warrants.

Maintain accurate records, logs, and files and prepare clear and concise reports and other written materials.

Use computer programs for record-keeping and reporting purposes.

EDUCATION AND EXPERIENCE:

Five (5) years experience as a Peace Officer working for a State or local law enforcement agency, two (2) years of which must have included conducting criminal investigations.

LICENSES AND OTHER REQUIREMENTS:

Graduate of a California P.O.S.T. accredited police academy and possession of a valid Basic P.O.S.T. certificate. Must successfully complete the 80 hour, District Attorney Investigation and Trial Preparation Course within 12 months of the date of appointment as required by P.O.S.T.

Possession of a valid California Driver's License. Successfully pass a physical examination and psychological evaluation.

WORKING CONDITIONS:

Indoor and outdoor environment; subject to working evenings/variable hours, and driving a vehicle to conduct investigations. May be required to travel via automobile, air, and other modes of public transportation, out of state and out of the country, with little notice; assist in the transportation of prisoners, witnesses, and victims over long distances.

Carries and utilizes a firearm and other law enforcement equipment as assigned.

Incumbents may be exposed to gunfire, toxic chemicals, traffic hazards, occasional driving at high speeds, communicable diseases, physical abuse from hostile or disoriented individuals, and adverse weather conditions.

PHYSICAL REQUIREMENTS:

Above-average physical endurance in running, climbing, and lifting as well as good balance, hearing, and vision including color vision.

Drive a vehicle to conduct work and transport prisoners. Dexterity of hands and fingers to operate a firearm, computer, and electronic and office equipment. Hearing and speaking to secure and exchange information. Seeing to conduct investigations and read a variety of materials. Sitting or standing for extended periods of time.