

DUTY STATEMENT

Box reserved for Personnel Section

SH3002 (Rev. 3/22/12)

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial		Unit		
Class Title Investigator		Location		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID	WORK WEEK GROUP	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervising Special Investigator I (SSI I), the Investigator, conducts independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtain and verify evidence to support administrative action and/or prosecution; determine type of case and develop investigative plan; conduct and complete investigations; maintain accurate master investigation case files; develop field operation plans and safely execute them; provide technical assistance and training to law enforcement agencies and others; make arrests; cooperate with and secure the assistance of Federal, State, and local law enforcement agencies; prepare clear, concise, and accurate documents and reports detailing investigative activities and findings; may provide security and protection to departmental employees and property in cases of emergency and/or threat; and perform other related work. The investigator is a Peace Officer pursuant to Section 830.3(v) of the California Penal Code and complies with all required government codes and POST standards regarding standards/ training. The Investigator while on duty may carry a firearm if authorized by the Executive Director and Chief of Law Enforcement and as specified by OPS Policy 306 Firearms. The Investigator is also responsible for maintaining a secure and safe operation for the welfare of patients, staff, and the public Post Orders are available to review specific detailed job assignments and duties.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	ESSENTIAL FUNCTIONS
35%	<p>Assist with the development of strategy/course of action and coordination with other departments or agencies as assigned. Make notifications, develop leads, locate/interview parties involved, collect, preserve evidence germane to case/reports, take statements and make arrests, examine/collects a variety of records to secure or verify information concerning suspected violations or violators, evaluate evidence, examine facts and serve subpoenas, search warrants or arrest warrants. Prepare conclusions and recommendations; reduce facts into report form documenting rules, laws or regulations violated, if any, and forward to the Hiring Authority for administrative review or action if warranted.</p> <p>Independently initiates and conducts investigations of patient deaths, alleged patient abuse and criminal violations of law, as required; may investigate staff misconduct as authorized by the Executive Director or Hospital Police Chief.</p> <p>Ensure that the privacy and confidentiality of documents and topics pertaining to investigations are maintained at all times. The Investigator is required to work any shift and schedule in a variety of settings throughout the hospital. Will also be required to work overtime, requested for after-hours call back/on-call situations and work at other work locations as determined by the operational needs of the department.</p>
20%	<p>Assist appropriate administrative staff with inquiries concerning investigations, provide testimony in court or at administrative hearings as necessary. Prepare monthly and quarterly statistical reports and advise appropriate managers/supervisors of current investigation status. Report to the SSI, Hiring Authority or Hospital Police Chief all incidents which would be reportable to headquarters or bear significant impact on the facility as a whole. Effective use of resources pertaining to internal and criminal investigations.</p>

20%

Act as the liaison with federal, state, local law enforcement agencies; assist with inquiries from outside law enforcement agencies relative to functions of this facility. Attend Investigators monthly meetings; maintain effective communication with the local District Attorney's Office regarding outside complaints; maintain effective communications with correctional facilities relative to internal investigations concerning correctional type patients/inmates.

15%

Conduct background investigations, when needed. Provide patient death investigation facts to the County Coroner and coordinate investigative efforts. May attend patient autopsies providing pathologist with any pertinent information required from patient's hospital chart.

10%

Perform other duties as required.

SUPERVISION EXERCISED

Directly supervise the positions as designated in the facility organizational chart.

INVESTIGATOR RANGES

Range A include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtaining and verifying evidence to support administrative action and/or prosecution; determining type of case and developing investigation plan; conducting and completing investigations; maintaining accurate master investigation case files; developing field operation plans and safely executing them; performing undercover assignments and surveillance operations; providing technical assistance and training to law enforcement agencies and others; making arrests; cooperating with and securing the assistance of Federal, State, and local law enforcement agencies; preparing clear, concise, and accurate documents and reports detailing investigation activities and findings; may provide security and protection to departmental employees and property in cases of emergency and/or threat; and performing other related work.

Range B are more complex and require broader knowledge and application of investigative techniques and procedures. Incumbents conduct the complex criminal, civil, and/or administrative investigations to detect or verify suspected violations of laws, rules, or regulations; locate and interview witnesses, victims, professional experts, and persons suspected of violations; obtain and present facts and evidence to support administrative action or prosecution; serve subpoenas, inspection warrants, search warrants, and/or other official legal papers; develop field operation plans and safely execute them; and perform other related work.

At Range C, incumbents lead or review the work of a small staff of Investigators in the performance of field investigations; detect or verify suspected multiple violations of laws, rules, or regulations; have independent responsibility to oversee an entire investigative operation or project; independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments; and/or in an investigatory or law enforcement program, perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise.

KNOWLEDGE AND ABILITIES

Knowledge of:

Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; service of legal process; interviewing techniques; duties of Federal, State, and local law enforcement agencies; provisions of the laws, rules, or regulations enforced or administered; and principles and techniques of personnel management and supervision.

Ability to:

Interpret and apply laws and regulations to specific situations; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations; communicate effectively; prepare written documents and accurate detailed investigation reports clearly and concisely; follow written and oral instructions; participate effectively in investigations and interviews; and establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others; analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action; develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks; review and evaluate the work of others; and provide guidance and constructive feedback.

REQUIRED COMPETENCIES

INFECTION CONTROL - Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY - Actively support a safe and hazard free work place through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Uniformed Office of Protective Services members are required to wear an approved ballistic/stab resistant vest.

FIRST RESPONDER/CPR/FIRST AID - Maintain current certification.

THERAPEUTIC STRATEGIES AND INTERVENTIONS - Support a safe work environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS - Demonstrate awareness to multicultural issues in the workplace, which enables the employee to work effectively.

RELATIONSHIP SECURITY - Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

RESPIRATORY PROTECTION / FIT - Must demonstrate competency by passing a fit test prior to initial use, and annually thereafter. May be required to utilize respirators in the course of his/her job duties or under emergency circumstances. This requirement is implemented in order to ensure the health and safety of the employee.

PATIENT RECOVERY - Respect the worth and dignity of all persons and groups, as well as honor and advocate for individual rights and interests, and opposing discrimination.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

REQUIRED QUALIFICATIONS

JOB RELATED QUALIFICATIONS

Aptitude for investigation work.

Flexibility

Willingness to learn the practical application of investigative principles.

Good memory for names, faces, places and incidents.

Keeness of observation.

Tact, reliability, emotionally stability and maturity.

Perform the full duties of a peace officer.

Related laws and codes.

EMERGENCIES

Maintain and exercise knowledge of Department's Area Specific Emergency Preparedness Plan and the Hospital's Emergency Preparedness Manual.

TECHNICAL PROFICIENCY

Write concise and accurate reports.

Complete computer formatted reports.

Digital photography.

Evidence collection and crime scene procedures.

Communicate effectively.

Follow written and oral instructions.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

Completion of basic specialized Investigator's course or POST basic academy within one (1) year from date of appointment, maintain required POST certification, possession of a valid driver's license issued by the California Department of Motor Vehicles, and a valid defensive driving certificate.

TRAINING

The employee is required to keep current with the completion of all required training as identified in the Office of Protective Services Training Plan.

PHYSICAL REQUIREMENTS

Activity	Never	Occasionally Up to 3 hrs.	Frequently 3 – 6 hrs.	Constantly Over 6 hrs.	Distance/ Height
Bending (neck)			X		
Bending (waist)			X		
Climbing			X		
Crawling		X			
Driving		X			
Exposure to dust, gas, fumes, or chemicals		X			
Exposure to excessive noise			X		
Exposure to extreme temperature, humidity, wetness			X		
Fine Manipulation		X			
Keyboard Use		X			
Kneeling		X			
Lifting/Carrying					
0 – 10 lbs.			X		
11 – 25 lbs.			X		
26 – 50 lbs.		X			
51 – 75 lbs. (in emergency situations)		X			
76 – 100 lbs. (in emergency situations)		X			
100 + lbs. (in emergency situations)		X			
Mouse Use		X			
Power Grasping		X			
Pushing & Pulling			X		
Reaching (above shoulder)		X			
Reaching (below shoulder)		X			
Repetitive use of hand(s)			X		
Running		X			
Simple Grasping				X	
Sitting			X		
Squatting		X			
Standing			X		
Twisting (neck)			X		
Twisting (waist)			X		
Use of special visual or auditory protective equipment		X			
Walking on uneven ground		X			
Walking			X		
Working at heights		X			
Working in Confined Spaces		X			
Working with bio-hazards (e.g., bloodborne pathogens, sewage, hospital waste, etc.)			X		
Working Indoors				X	
Working Outdoors				X	

WORKING CONDITIONS

All employees are required to have an annual health review and repeated health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The employee routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties.

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date