ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

Classification Title: INVESTIGATOR	**Branch/Division/Bureau:** ENFORCEMENT BRANCH / FRAUD DIVISION
Working Title: Detective	**Office/Unit/Section/Geographic Location:** ///GOLDEN GATE
Position Number (13 Digit): 413-286-8610-005	**Conflict of Interest Position:** YES
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under supervision of a Supervising Fraud Investigator I, Investigators are assigned law enforcement responsibilities of various complexity and volume commensurate with their background and training from entry level to highly complex duties and casework. Investigators conduct criminal investigations of felony violations of State and Federal law relating to insurance fraud and white-collar crime. Incumbents may work alone, with a team, or as a lead criminal investigator assigned to conduct investigations of criminal enterprises and profiteering and assist in the prosecution of cases involving these groups in both State and Federal courts; and conduct investigations involving a broad range of felony violations, both State and Federal judicial systems. Incumbents perform a full range of peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830.3. Some travel is required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.) Travel may include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS*

30% Plan, conduct and coordinate complex investigations relating to insurance fraud and white-collar crime. Conduct and coordinate multi-agency task force operations. Apply laws and rules of evidence to specific situations. Gather and analyze facts and evidence. Review evidence seized from suspect and preserve physical evidence. Conduct interviews of witnesses and interrogate suspects. Photograph crime scenes and use sophisticated evidence gathering equipment. Participate in and/or direct undercover operations and surveillance operations including but not limited to covert stationary, mobile, or aerial surveillances. Make arrests using proper tactics.

15% Work closely with allied law enforcement agencies and provide technical assistance to local, state, and federal officers and prosecutors. Assume fictitious identities for undercover roles. Develop, control and monitor confidential informants. Properly prepare and execute search warrants. Serve legal documents. Testify as an expert witness for prosecutors in State and Federal courts. Properly utilize safety equipment, including weapons, handcuffs, and vehicles.

15% Write clear and concise investigative reports for the Fraud Division and state and federal prosecutors. Prepare prosecution case summaries and investigative summaries. Prepare undercover operations, arrest, and/or interview of suspect reports. Prepare letters to insurance companies requesting claim files for investigative case.

15% Monitor case investigation activities utilizing various computer databases and software packages including but not limited to the Case Record Information Management System (CRIMS), California Law Enforcement Telecommunication System, Microsoft Access, Word, Excel, and Outlook. Accurately and timely input assigned new cases and investigative activities into CRIMS. Consistently update case status of assigned investigative cases into CRIMS.

10% Attend search warrant briefing and debriefing with team leader. Participate in team meetings. Participate in monthly case review meetings with the District Attorney's Office.

10% Serve as Fraud Division Training Instructor, defensive tactics instructor, range master, Field Training Investigator, and/or computer forensics expert. Conduct background and internal affair investigations. File criminal complaints in state and/or federal courts. Serve as lead investigator.

MARGINAL FUNCTIONS

5% Conduct background and internal affair investigations.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be able to work in a law enforcement environment that includes the presence of firearms
- A valid California driver license is required
- Must be 21 years of age
- Must be able to work both indoors and outdoors, depending on the situation in which investigator is involved, at any given time
- There is a reasonable expectation of contact with dangerous suspects
- Frequent sitting, standing, walking, and carrying is required

- Must be able to work in a high-rise building

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

_____
Employee Signature Date

_____
Printed Name

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

_____
Supervisor Signature Date

_____
Printed Name