

**DUTY STATEMENT**

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
OFFICE OF PROTECTIVE SERVICES  
CANYON SPRINGS COMMUNITY FACILITY**

**DUTY STATEMENT**

**JOB TITLE:** SUPERVISING SPECIAL INVESTIGATOR I      **POSITION #:** 472-190-8548-001  
**WORKING TITLE:** LIEUTENANT

**POSITION DESCRIPTION:** Under the general direction of the Supervising Special Investigator II (Captain), Office of Protective Services (OPS), the Supervising Special Investigator I supervises Peace Officers II (Sergeants) and Investigators, and responds to investigative incident(s) 24/7 at the Developmental Centers and Community Facility (DC/CF). The facility provides services 24 hours per day, 7 days per week (24/7), and is responsible for ensuring consumer protection, staff safety, and public safety at all times.

**SUPERVISION EXERCISED:** Directly supervises Sergeants, Investigators, and other OPS personnel within the Office of Protective Services.

**SUPERVISION RECEIVED:** Under the direction of the Supervising Special Investigator II (Captain).

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 40% Manages a staff of Sergeants, Investigators, and/or administrative staff assigned to a 24-hour/7-day per week patrol, administrative or investigations operation, and other public safety functions at a large developmental center with a secure treatment area. On rotational work shifts, inspects the physical security and safety of the developmental center and secure treatment areas. Supervises Sergeants to ensure peace officers properly perform as first response Investigators to criminal and administrative incidents to detect or verify suspected violations of laws, rules, regulations, or policies. Trains, plans, organizes and directs Sergeants and Investigators to detect or verify suspected violations of laws, rules, regulations, or policies in complex criminal or administrative investigations. Supervises a complex investigation program involving investigations of physical and sexual abuse, injuries, neglect, deaths, fraudulent activity, and workplace violence. Identifies and manages priority investigations. Ensures the proper analysis, handling, and storage of evidence. Conducts case reviews for quality, suitable and accurate content, and proper dispositions. Prepares other reports and correspondence as needed. Monitors arrests and appropriate/proper filing of criminal complaints. Testifies in criminal and administrative proceedings. Conducts or assists with security audits, emergency or disaster drills, consumer AWOL drills, and other law enforcement operations. Provides oversight to required consumer transportation and escort assignments. Provides oversight and review of incidents involving the arrest or physical containment of clients. Provides oversight management of the secure reception center(s) and sally port areas to prevent breaches in security.
- 20% Reports to the OPS Captain relative to local OPS field activities and makes recommendations to the Captain on policies and procedures affecting the provisions of specialized law enforcement services. Provides technical consultation on the development of law enforcement policies and procedures. Acts as a liaison to provide technical support to personnel, labor

relations, quality management systems, quality assurance, and other internal programs. Consults on complex and technical investigative functions and policies.

- 20% Coordinates and works closely with HQ to ensure the mandated training for peace officers, Sergeants, and Investigators by the Commission on Peace Officer Standards and Training (POST) is completed timely. Prepares reports and correspondence associated with training; trains subordinate staff in daily field investigations and other activities. Acts as a subject matter expert for training development and delivery. Evaluates the performance of subordinate staff and prepare necessary and appropriate evaluations.
- 15% Prepares and reviews administrative reports, including budget projections and expenditures. Monitors overtime use; identifies equipment needs; completes case management reports regarding case status and productivity; makes inspections of the physical security of the DC/CF.

Marginal Job Functions:

- 5% Develops cooperative working relationships with representatives of federal, state, and local law enforcement agencies, district attorney offices, courts, and public and allied agencies such as the Department of Health Care Services, County Mental Health Departments, and the Department of Justice. Represents the OPS in the absence of the Captain.

**WORKING CONDITIONS:** Works on a computer approximately forty (40) percent of the time reviewing/writing policies, investigations, and electronic communication. Performs other physical work associated with the performance of investigations, e.g., gathering documents/evidence, conducting/recording interviews, and traveling to other Department locations. Maintains the ability and willingness to travel overnight and work holidays, weekends, and/or odd/irregular hours to respond/oversee investigative incident(s) 24/7.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: The specialized functions of police, investigations and fire protective services as provided to the clients and staff at the DC/CF; criminal and administrative investigative techniques and procedures utilized in a variety of investigation types involving clients, employees, and others who visit the DC/CF; current practices of conducting Internal Affairs investigations involving alleged criminal and administrative misconduct by peace officers and non-sworn OPS personnel; the Commission on Peace Officer Standards and Training (POST) practices for conducting background investigations for law enforcement personnel; personnel and management practices of the civil service system; applicable criminal and administrative laws or regulations that pertain to OPS, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code, and the California Code of Regulations; agencies who utilize and/or have contact with DC/CF, including but not limited to the Department of Health Care Services, Department of Justice, California Highway Patrol, County Mental Health Departments, regional centers, and local law enforcement and district attorneys.

Ability to: Communicate effectively; effectively supervise subordinate staff through direction, mentorship, and progressive discipline; develop and maintain cooperative and harmonious relationships with the Department, regional centers, the public, and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; communicate effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

**JOB TITLE:** Supervising Special Investigator I

**POSITION #:** 472-190-8548-001

**CERTIFICATION OR LICENSE:** Successful completion of the POST Basic Academy or POST Specialized Basic Course; possess and maintain a current, valid California driver's license; possess and maintain a valid California Defensive Driving card.

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Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement, they have discussed and agree to the expectations of the position.