

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
CALIFORNIA POLICE SHOOTING INVESTIGATION TEAM PROGRAM
419-526-8524-005
Vacant

JOB TITLE: Special Agent Supervisor

STATEMENT OF DUTIES: Under the general supervision of the Special Agent in Charge, the Special Agent Supervisor (SAS) is responsible for supervising a team of Special Agents and professional staff assigned to the Bureau of Investigation, California Police Shooting Investigation Team (CaPSIT) Program. The primary focus of the SAS is the leadership, management, and supervision of complex investigations and the personnel assigned to the team.

SUPERVISION RECEIVED: Reports directly to the Special Agent in Charge.

SUPERVISION EXERCISED: Supervises sworn and professional staff.

TYPICAL PHYSICAL DEMANDS: See attached, Essential Duties for Special Agents.

TYPICAL WORKING CONDITIONS: The SAS will work in a general office environment in an enclosed non-windowed workspace in a smoke-free environment or in a field environment that may include remote crime scenes, harsh weather conditions, confined quarters, irregular hours, and statewide travel. Possible overtime and standby as required on a case-by-case basis including weekends and holidays.

ESSENTIAL FUNCTIONS:

- 35% Plans, assigns and directs high-level, complex CaPSIT investigations; provides supervision and oversight for evidence collection, interviews, and overall case investigations; directs sworn and technical staff in cases; assists in the determination and development of probable cause.
- 30% Conducts thorough reviews of investigations through the management of data collection; oversees interviews of all involved with information; reviews the preparation and execution of search warrants to discover, document, and preserve evidence for future court proceedings. Maintains the foundational knowledge of comprehensive criminal investigations from the initiation to the court adjudication including the appeal process in the courts and keeps abreast of any changes in laws, rules and regulations related to this process.
- 15% Reviews team members' time keeping, daily entries, and investigative reports. Ensures accurate and relevant information is inputted into the appropriate databases. Utilizes the Records Management System (RMS) and reviews records and case documents that contains information related to the investigations. Evaluates team member's performance and takes corrective and/or disciplinary action when needed. Provides oversight of all cases for court proceedings with the Office of the Attorney General, United States Attorney's Office, and any applicable District Attorney's Office.

- 15% Provides coordination, training, and specialized operational support to local, state, and federal law enforcement agencies. Provides outreach and education as a resource to the law enforcement agencies, governmental agencies, community organizations, and the private sector organizations. Maintains current knowledge of the advancement, trends, and issues with complex CAPSIT investigation cases.

MARGINAL FUNCTIONS:

- 5% Represents the Bureau and Department at Law Enforcement and other meetings. Assumes the duties of the Special Agent in Charge when delegated and performs other duties as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date