

**DUTY STATEMENT**

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
OFFICE OF PROTECTIVE SERVICES  
PROFESSIONAL STANDARDS BRANCH  
HEADQUARTERS/SACRAMENTO**

**DUTY STATEMENT**

**JOB TITLE:** INVESTIGATOR  
**WORKING TITLE:** DETECTIVE

**POSITION #:** 472-542-8610-XXX

**POSITION DESCRIPTION:**

Under the direct supervision of the Supervising Special Investigator I (Lieutenant) of the Professional Standards Branch (PSB), Office of Protective Services (OPS), the Investigator hereinafter referred to as "Detective" is a sworn Peace Officer pursuant to section 830.0(v) of the California Penal Code. Responsibilities include conducting independent criminal, civil, and/or administrative investigations to identify violations of Federal, State, and/or local laws and facility policies.

The Detective is also responsible for the administration of the criminal history review and exemption procedures and processes associated with the Family Home Agency (FHA) program and Self Determination Program (SDP). The Detective conducts and completes investigations within established guidelines as set forth in the Office of Protective Services Law Enforcement manual. Investigations may include but are not limited to client deaths; allegations of abuse and neglect; fraud; embezzlement; and criminal history investigations based on a subsequent arrest or DOJ/FBI notification. The Detective will collect and verify evidence; complete clear, concise, and accurate reports; and may conduct undercover or surveillance operations.

The Detective will work with other agencies such as the Department of Justice, Department of Motor Vehicles, municipal and superior courts, law enforcement agencies, probation departments, and other criminal justice agencies in connection with the investigation of criminal offender records, utilize a database to track and monitor the status of each investigation.

The Detective may appear as a witness in court or administrative hearings; may be assigned to travel overnight, work holidays, weekends and/or odd/irregular hours under varying conditions; asked to respond and support uniformed officers during critical incidents; to assist in search operations of missing persons (AWOLs) or engage in other law enforcement operations. Conduct Internal Affairs (IA) investigations and Background (BG) investigations for OPS applicants and subsequent arrest notifications on current OPS employees.

Investigation responsibilities at range B are expected to be more complex and require a broader knowledge and application of investigative techniques and procedures. Conduct complex criminal, civil, and/or administrative investigations; serve subpoenas, inspection warrants, search warrants, and/or other official papers.

Detectives in range B may be assigned by a supervisor to work as a lead Detective to (1) lead and/or review the work of a small group/staff of Detectives in the performance of field operations; (2) detect or verify suspected multiple violations of laws, rules, regulations, and facility policies; (3) have independent responsibility to oversee an entire investigative operation or project; (4) may be assigned to conduct high profile or sensitive investigations; (5) may participate in multi-agency investigations or assignments, and/or in an investigatory program (i.e., workgroups, focused

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investigations, development of a training program); (6) make recommendations, and advise management on program or policy development which specifically required investigatory expertise.

**SUPERVISION EXERCISED:**

Range A – None.

Range B – May serve as a lead Detective; may assist and provide guidance to other Detectives in all ranges as needed or requested.

**SUPERVISION RECEIVED:** Direct supervision from the Headquarters (HQ) Supervising Special Investigator I (Lieutenant), Supervising Special Investigator II (Captain), and the Chief of OPS.

**EXAMPLES OF DUTIES**

Essential Job Functions:

- 50% Travels state-wide to conduct investigations into allegations of criminal and administrative violations including but not limited to: allegations of abuse, neglect, death, missing persons, injuries, workplace violence, assault, fraud, embezzlement. Conducts Background (BG) investigations for OPS applicants; Conducts Criminal Offender Record Information (CORI) investigations on FHA/SDP applicants to detect or verify violations of provisions of laws, rules, or regulations. Reviews and appropriately interprets CORI reports issued by DOJ relative to arrest and conviction information. Analyzes and correctly identifies California Penal Code or other criminal code violations.
- 40% Prepares detailed and thorough investigative reports of findings obtained during field investigations for administrative action or criminal prosecution; may oversee a group of Detectives and/or assist other Detectives as needed.
- 5% Provides consultation, technical assistance, and/or information regarding law and interpretation of applicable law enforcement codes and regulations to staff assigned to process the FHA/SDP background checks. Ensures compliance with laws and federal regulations pursuant to requirements or provides service provider qualification checks to include criminal background checks. May appear as a witness in court or administrative hearings on behalf of DDS and OLA.
- 5% Performs internal administrative functions such as preparing and submitting timesheets, mileage logs, training requests, and travel expense claims. Attends training courses and frequent investigations team meetings, and other duties as required. Maintains familiarity with current criminal/administrative/background investigatory rules and regulations. Maintains a working relationship with outside law enforcement agencies, other state and federal agencies, and the District Attorney’s Office.

**WORKING CONDITIONS:**

Works on a computer approximately seventy (70) percent of the time reviewing/writing policies, investigations reports, 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 DDS locations. Drives and travels by various modes of transportation to conduct investigative activities.

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Maintains the ability and willingness to travel overnight, work holidays, weekends, and odd or irregular hours to respond to an investigative incident(s) and work overtime when approved.

**DESIRABLE QUALIFICATIONS:**

Knowledge of investigation techniques and procedures for conducting criminal and administrative investigations; collection and preservation of evidence; laws of arrest; search and seizure, and interviewing techniques for both criminal and administrative investigations. Knowledge of various types of developmental disabilities and knowledge of specific commitment types that allow admission to the Developmental Centers/Community Facility. Must have the ability to be professional, and diplomatic, and remain calm in emergency situations.

Ability to gather and analyze facts and evidence; reason logically; draw valid conclusions; communicate effectively; prepare written documents and accurately detailed investigation reports; follow instructions. Able to use and identify crimes using codes, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Government Code, the California Code of Regulations, and be able to identify and use facility policy manuals.

Ability to prepare written investigative reports that are clear, concise, accurate, and completed in a timely manner. Make a physical arrest if necessary, and the ability to perform these duties while being unarmed.

**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.

\_\_\_\_\_  
Employee Name  
(Print)

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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