

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
CALIFORNIA POLICE SHOOTING INVESTIGATIVE TEAM PROGRAM
419-526-8523-001

JOB TITLE: Special Agent in Charge

STATEMENT OF DUTIES: Under the general supervision of the Assistant Bureau Director (ABD), the Special Agent in Charge (SAC) is assigned as the management level agent responsible for planning, organizing, and directing the California Police Shooting Investigative Team (CaPSIT) Program. Liaison with various departmental and other state, local, and federal entities relative to the administrative and operational functions of the Bureau of Investigation (BI), CaPSIT Program.

SUPERVISION RECEIVED: Reports directly to the ABD.

SUPERVISION EXERCISED: Provides coordination and supervision to Special Agent Supervisors, and Special Agents, as well as management and supervision of professional staff. Coordinates the activities of various personnel from allied law enforcement agencies as required.

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

TYPICAL WORKING CONDITIONS: The SAC will work in a general office environment or in a field environment that may include remote crime scenes, harsh weather conditions, irregular hours, excess duty hours, and statewide travel.

ESSENTIAL FUNCTIONS:

55% Plans, organizes, directs, and evaluates the operational needs of the CaPSIT while working collaboratively with the Special Agent Supervisors as well as all personnel assigned. Provides administrative and operational oversight of staff. Develops, maintains, and fosters operational partnerships with law enforcement agencies and management. Serves as a central point of contact for operational issues and concerns for training and equipment needs for area of the CaPSIT. Makes recommendations as to project priority, equipment, allocation and redirection of resources and budgetary needs for the CaPSIT within the respective chain of command in direct correlation with the Special Agent Supervisors while reporting to the Assistant Bureau Director. Plans, develops, and implements comprehensive policies and procedures relating to the operation of the enforcement programs under their immediate supervision. Ensures that fiscal and program integrity is maintained, and the appropriate support is provided to the OIS Teams under their supervision.

- 20% Serves as an active member of BI's Executive Staff and participates in management planning sessions with respect and specifically to the CaPSIT. Ensures the BI executive management is informed of the program workload and achievements. Provides a list of action items to the ABD for review and follows up on the projects as needed. Represents the Bureau and Department at law enforcement and non-law enforcement meetings and public forums. Coordinates information exchange with state, federal, local, and multi-jurisdictional agencies. Establishes and maintains lines of communication and liaisons with local, state, and federal agencies during emergencies or similar critical cases.
- 15% Ensures compliance of statutes, rules, special orders, memorandums, and policies by the Special Agent Supervisors, Special Agents, and professional staff under their purview. Maintains responsibility for the CaPSIT monthly statistics and annual report. Ensures accuracy of the Records Management System (RMS) that contains information related to the investigations as well as case documents. The SAC will be responsible for the review and accuracy of the information within the system along with the Special Agent Supervisor.
- 10% Prepares staff evaluations, responsible for progressive discipline, and handles grievances as needed or directed for all personnel related matters.

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 Name (Print)

Supervisor's Name (Print)

Employee's Signature

Date

Supervisor's Signature

Date