

DUTY STATEMENT

DS 3022 (3/2021)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROTECTIVE SERVICES BRANCH
PORTERVILLE DEVELOPMENTAL CENTER**

DUTY STATEMENT

JOB TITLE: INVESTIGATOR
WORKING TITLE: DETECTIVE

POSITION #: 472-291-8610-007
NAME:

POSITION DESCRIPTION:

Under the direct supervision of the Supervising Special Investigator I (Lieutenant) or Captain, Protective Services Branch (PSB). The Investigator hereinafter referred to as "Detective" is a sworn Peace Officer pursuant to section 830.3(v) of the California Penal Code. Responsibilities include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to identify violations of Federal, State, and/or local laws, and facility policies, developing and implementing an investigative plan. Conduct and complete investigations within established guidelines as set forth in the PSB Law Enforcement manual; Investigations will 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; Collect clear, concise, and accurate reports; may conduct undercover or surveillance operations; cooperate with outside law enforcement agencies. May appear as a witness in court or administrative hearing. May be assigned to travel overnight, work holidays, weekends, and/or odd/irregular hours under varying conditions. May be asked to respond and support uniformed officers during a critical incident to assist in search operations for missing persons (AWOLs).

The Detective will work closely with facility and Quality Assurance staff to ensure a thorough review of incidents is completed and meets all investigative criteria. May appear as a witness in court or administrative hearings; may conduct Internal Affairs (IA) investigations and subsequent arrest notifications on current PSB employees.

Investigation responsibilities at range B are expected to independently conduct the most difficult and complex investigations. Require a broader knowledge and application of investigative techniques and procedures. Incumbents conduct complex criminal, civil, and/or administrative investigations; serve subpoenas, inspection warrants, search warrants, and/or other official papers.

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

all ranges as needed or requested.

SUPERVISION RECEIVED: Direct supervision from Supervising Special Investigator I (Lieutenant). May receive directions from the Supervising Special Investigator II (Captain).

EXAMPLES OF DUTIES

Essential Job Functions:

- 60% Conducts 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, and criminal history; includes the collection of evidence.
- 30% 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% May appear in the court of administrative hearings as a witness, and/or attend meetings at the facility or represent the facility at professional meetings.
- 5% 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 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. Must be able to drive an automobile and travel by other modes of transportation to conduct investigative activities. Maintain 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. Must gather and analyze facts and evidence; reason logically; draw valid conclusions; communicate effectively; prepare written documents and accurately detailed investigation reports; follow written and oral instructions. Knowledge of various types of developmental disabilities and knowledge of specific commitments that allow admission to the Developmental Centers/Community Facility.

Ability to be professional, diplomatic, and remain calm in emergencies. Must have the ability to make a physical arrest if necessary, and the ability to perform these duties while being unarmed. Must have the ability to prepare written investigative reports that are clear, concise, accurate, and completed in a timely manner. Must be 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.

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, and valid Cardiopulmonary Resuscitation (CPR) card.

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.