



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 8610 Investigator
Branch: Investigations Branch	Working Title: Investigator
Unit: West Covina District M2	Tenure/Timebase: Limited Term Fulltime
Position City: West Covina	Position County: Los Angeles County
Position Number: 340-8610-913	CBID/Bargaining Unit: R07
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: Yes	Bilingual Language: Unknown
Sensitive Position: Yes	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Pursuant to and under authorization of Vehicle Code section 1655 and Penal Code section 830.3, and under direction of the District Supervisor (Supervising Investigator I), this position requires field work greater than 50% and is responsible for the following activities	
Percentage and Essential/Marginal Functions:	
45%	Conducting Investigations (E) Responsibilities include, but are not limited to, conducting investigations to detect or verify suspected violations of provisions, rules or regulations; obtaining and verifying evidence; determining type of case and developing an investigative plan; developing field



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	operation plans and safely executing them; performing undercover assignments and surveillance operations; providing technical assistance and training to law enforcement agencies and other investigators; making arrests; cooperating with and securing the assistance of other law enforcement agencies; and preparing documents and reports detailing investigation activities and findings. Provides security and protection when necessary for departmental employees and property in cases of emergency and/or threat; locates and interviews witnesses and persons suspected of violations; obtains and presents facts and evidence to support administrative actions or prosecutions; serves subpoenas; inspection warrants; search warrants; and other official legal papers. Assists the Supervising Investigator by leading or reviewing the work of other investigators in the performance of field investigations. Independently oversees an entire investigative operation or project as assigned; conducts the most difficult and complex investigations and participates in multi-agency investigations, assignments, and/or investigatory or law enforcement programs. Performs program and policy development and interpretation duties that specifically require investigatory or law enforcement expertise.
40%	Reports and Arrests (E) Provides direct investigative, witness, and advisory assistance to federal, state, and local law enforcement agencies, prosecutors, departmental legal staff, and allied regulatory agencies by preparing, gathering, and presenting reports and evidence for use in criminal and administrative legal proceedings. Effects arrests of criminal suspects or assists in such arrests as required, issues misdemeanor and registration violation citations; and responds to Department of Justice (DOJ) stops.
10%	Collateral Duties (M) May have a collateral duty assignment(s), including, but not limited to, assisting the Office of Internal Affairs in assignments directed from the Chief on investigations of employee misconduct, burglary or robbery of field offices; tampering with official record systems; other special criminal cases; conducting background investigations on applicants selected for employment in accordance with departmental rules, regulations, and the Commission on Peace Officer Standards and Training (POST). Participates in and/or assists the Computer Forensics Team (CFT) responsible for the identification, collection, examination, and presentation of electronically stored information as evidence. Serves as Field Training Officer (FTO) - Provides guidance relevant to specific performance objectives and various other types of field training that the trainee will need to know to become a successful investigator. Serves as Defensive Tactics Trainer (DETAC) - Provides training which includes, but is not limited to, levels of force; weapon retention; pain compliance techniques; handcuffing techniques and control holds; team and individual communication; dealing with multiple subjects; officer rescue; and liability issues. Serves as Range Master - Provides and prepares training aids; coaching



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	methodologies; diagnosing and correcting shooters' errors; gun handling techniques designed to work under stress; proper handling/operation of various weapons; and effective and efficient combat marksmanship techniques. Serves as Academy Liaison - Mentors new recruits by assisting with the onboarding process; attends departmental or law enforcement related events; inspections; and/or graduations. Assists with remedial training; prepares bimonthly reports for the Deputy Chief as assigned; and acts in the absence of the District Supervisor when required.
5%	Other Duties (M) Performs other job-related duties as required.

Supervision Received: The Investigator works under the direction of the Supervising Investigator I, but may receive direction from the Supervising Investigator II, Deputy Chief, or Chief.

Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may assist as a lead or mentor guiding other staff in investigative assignments.

Physical Requirements: The equipment and work aids used consist of: vehicle police radio, safety equipment, e.g., shotgun, semiautomatic duty weapon, badge, handcuffs, handcuff case, flashlight (heavy duty), soft body armor, ammunition, holster, kubaton, and chemical agents, ASP, battering ram and haligan tool. Work both indoors and outdoors. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the incumbent is exposed to climatic conditions. While driving, the incumbent is exposed to dust and fumes. During quarterly weapons qualifications and period tear gas training, the incumbent is exposed to gunpowder, fumes, toxic materials and/or chemicals. May be exposed to crisis or traumatic situations.

Special Requirements: The incumbent must possess or have corrected to possess best visual acuity in each eye. All incumbents must be able to hear the conversational voice and must meet POST medical and psychological requirements. Possess investigative abilities and knowledge of law enforcement principles, and ability to communicate effectively and professionally (both orally and in writing). Possess ability to manage time and resources effectively and possess good judgment in decision making.

Personal Contacts: The Investigator has contact with departmental staff and the public in person, by telephone, via e-mail, and mail as needed. The nature of these interactions may be general, confidential, sensitive, or informative.



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

340-8610-913

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE