STATE OF CALIFORNIA

# DUTY STATEMENT

***CALIFORNIA HORSE RACING BOARD***

| DIVISION | EFFECTIVE DATE |
|---|---|
| Enforcement | 5/11/2026 |
| BRANCH/SECTION | CLASS TITLE |
| Northern California | Investigator |
| WORKING DAYS AND WORKING HOURS | PHYSICAL WORK LOCATION |
| Permanent Intermittent (PI), ≤ 1500hrs./yr | Fresno Fairgrounds - Fresno County |
| INCUMBENT (if known) | CURRENT POSITION NUMBER (Agency – Unit – Class – Serial) |
| | 395-202-8610-501 |

**Check all that apply:**

| | |
|---|---|
| ☒ Conflict of Interest Filing (Form 700) Required | ☒ Public Contact Position |
| ☒ Requires Driver's License/Drives on State Business | ☐ Bilingual Fluency (Non-English Language) – Specify Below |
| ☐ Physical Requirements (Attach) | ☐ Requires DMV Pull Notice |
| ☒ Requires Fingerprinting & Background Check | ☒ Travel Requirements – Specify Below |
| ☒ Other – Specify Below | ☒ Post Certification – Specify Below |

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under the general direction of a Supervising Special Investigator I, the Investigator will conduct independent field investigations, work as part of a team, or act as a lead on other investigations when assigned. As a Peace Officer under the California Penal Code, Section 830.3(d), the incumbent detects and/or verifies and enforces suspected violations of the California Horse Racing Board (CHRB) rules, regulations, and laws, as well as other related laws.

| % time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) |
|---|---|
| | **ESSENTIAL FUNCTIONS:** |
| 65% | As assigned, will travel to the various race tracks/fair meets to independently, or as a lead, investigate and prepare written reports on reported/observed violations of the CA Horse Racing Laws, CHRB rules and regulations, and/or other related laws inside and outside of the racing enclosure; may assist with difficult or confidential investigations; gather and preserve evidence as required; present cases before the Board of Stewards by outlining the charges and violations, including reading complaints and investigative reports into the record; submit evidence for review and request evidence be entered into the record by the stewards; participate in administrative hearings related to enforcement actions; appear as a witness and provide testimony on appeal cases before an Administrative Law Judge and/or testify as a witness in criminal cases; and establish and maintain cooperative relations with Federal, State and local law enforcement agencies. |
| 20% | Reviews occupational license applications and conducts interviews of license applicants to determine fitness for a license; tests and analyzes the licensees' alcohol intoxication levels and urine samples when a licensee is under reasonable suspicion of being under the influence of drugs/alcohol; develops and works with confidential informants; maintains good communications with the horse racing industry; and assists Stewards in gathering information concerning issues associated with drug testing, medication programs, and other health and safety issues at the race tracks. |
| 10% | Inspection of intertrack wagering and auxiliary facilities which includes internal and external review of the entire facility; checking licenses of all personnel; secure contacts with the facilities' management, security personnel, and local law enforcement. |
| | **MARGINAL FUNCTIONS:** |
| 5% | Attend mandatory training to maintain P.O.S.T standards. May conduct pre-employment background investigations of CHRB applicants. Participate in special assignments when necessary to support the units and the Department. Perform other duties as required. |
| | **KNOWLEDGE AND ABILITIES:** |
| | **Knowledge of:** Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; and service of legal process. Interviewing techniques; duties of Federal, State, and local law enforcement agencies; provisions of the laws, rules, or regulations enforced or administered; and principles and techniques of personnel management and supervision. |

**Ability to:** Interpret and apply laws and regulations to specific situations; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations; communicate effectively; prepare written documents and accurate detailed investigation reports clearly and concisely; follow written and oral instructions; participate effectively in investigations and interviews; and establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others. Analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action; develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks; review and evaluate the work of others; and provide guidance and constructive feedback.

**Skill to:** Perform investigatory work; and plan, organize, and direct investigations.

**SPECIAL PERSONAL CHARACTISTICS**
Incumbents must hold a valid California driver's license of the appropriate class and demonstrate flexibility and adaptability in a variety of situations. The role requires an aptitude for investigative work and a willingness to perform routine or detailed tasks to gain practical experience in applying investigative principles.

Successful candidates should be prepared to travel throughout California and work away from home for extended periods. The position involves irregular schedules, including weekends, evenings, nights, and holidays, and may require working long or unusual hours. Professional interaction with individuals from diverse, potentially criminal, backgrounds and circumstances is essential.

Key qualities include strong observational skills, a good memory for names, faces, places, and incidents, and the ability to maintain a neat and professional appearance. Candidates should exhibit tact, reliability, emotional maturity, and integrity, as well as a demonstrated capacity for growth through work history, education, or other activities.

The role demands the ability to work under stress and in challenging conditions, along with the physical and mental capability to perform the essential duties of a peace officer. This includes functional use of both hands, arms, and legs, strength, endurance, agility, normal hearing, and vision (20/20 or corrected to normal), and physical fitness appropriate for job requirements.

**SPECIAL PERSONAL REQUIREMENTS**
The incumbent will work irregular hours, holidays, and weekends; travel frequently in Southern California and occasionally throughout the State.

**WORK ENVIRONMENT:**

- The incumbent's primary work location is in a typical race track environment.

**SUPERVISOR'S STATEMENT:** ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

| SUPERVISOR'S NAME (PRINT) | SUPERVISOR'S SIGNATURE | DATE |
|---|---|---|
| | | |

**EMPLOYEE'S STATEMENT:** ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

**The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or other balance the workload.**

| EMPLOYEE'S NAME (PRINT) | EMPLOYEE'S SIGNATURE | DATE |
|---|---|---|
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