Classification Title:	**Branch/Division/Bureau:**
Supervising Fraud Investigator I	Enforcement Branch/Fraud Division
Working Title:	**Office/Unit/Section/Geographic Location:**
Detective Sergeant	Silicon Valley
Position Number (13 Digit):	**Conflict of Interest Position:**
413-886-7541-004	☐ **NO** ☑ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the direction of the Supervising Fraud Investigator II, Regional Office Captain, the Supervising Fraud Investigator I (Detective Sergeant) directly supervises a team of Investigators and oversees the activities of other support staff assigned to the Regional Office. The incumbent works with officers from other law enforcement agencies and staff involved in insurance fraud investigations. The incumbent reviews criminal investigation work products of subordinate staff and may personally participate in difficult or complex investigations. This position is designated as peace officer. The incumbent must successfully qualify at quarterly weapon qualifications and meet all Peace Officers Standards and Training (POST) requirements. Incumbents perform a full range of peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830.3. Routine travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS

35% Perform full supervisory responsibilities of Investigators, support staff and law enforcement personnel from other agencies involved in insurance fraud investigations. Develop investigative plans with subordinate staff to ensure timelines and objectives are met. Supervise field operations to enhance operational efficiency and ensure public safety. Work with local law enforcement agencies to coordinate their respective investigative efforts. Review and analyze case referrals to determine if criminal investigations are warranted; independently conduct administrative assignments; monitor case investigation activities utilizing various computer databases and software packages including but not limited to the Case Record

Information Management System (CRIMS), Microsoft Access, Word, Excel, and Outlook.

Ensure Investigators are completing case management updates in a timely manner. Reviews and approves monthly timekeeping, including vacation and absence requests. Identifies staff training needs. Prepare employee performance appraisals using uniform performance standards. Develop, coach and mentor new Fraud Training Investigators (FTI) including the completion, review, and discussion of daily observation reports and performance logs, and provide continual feedback to the new Fraud Investigator.

Ensure enforcement of labor contracts, equal employment opportunity, Fraud Division and departmental policy and procedures. When necessary, confers and coordinates with appropriate departmental staff.

20% Assist in conducting background and/or internal affairs investigations. Plan, coordinate, and participate in complex fraud investigations involving multiple services of search warrants, felony arrest warrants, and undercover operations. Participate in the interrogation of suspects; interview witnesses; take statements and make arrests. When appropriate, physically restrain suspects while performing the duties of a peace officer, which may require running, chasing, tackling, and use of various trained police tactics to apprehend suspects. Supervisors will work with Investigators to develop informants for criminal investigative activities. In conjunction with Investigators, the Supervisor will monitor the activities of informants utilized by the Fraud Division. Testify as expert witness for prosecutors in State and Federal courts.

20% Identify, develop, and participate in formal in-house training and/or on the job training for subordinate and Fraud Division staff. Identify and resolve training needs as related to performance deficiencies. Supervisors that participate on the Fraud Division Training Committee may assist in the development of training Division wide. Monitor and ensure that the time spent on Firearms and/or the Arrest and Control programs are appropriate for Regional Office operational needs. Ensure subordinate staff complete all mandatory POST training as required. As necessary, work closely with local, State, and Federal law enforcement personnel and insurance company personnel in their region to coordinate respective investigative efforts and to provide technical advice and training. Facilitate a formal public outreach program to provide training in insurance fraud awareness, detection, and reporting requirements.

20% Assist in the review of suspected fraud cases; monitor the case intake process; maintain the team’s case backlog; and review and evaluate prosecution summaries prepared by subordinates. Review the information in the Criminal Activity Report (CAR) and verify the data for accuracy following each calendar month’s reporting period. The CAR describes the office’s utilization of resources dedicated to the Auto; Workers’ Compensation and Special Operations programs based upon the monthly case management system reports.

MARGINAL FUNCTIONS

5% Assist in the development and adherence of the Fraud Division policy and procedures. Participate in the recruitment process. Prepare press releases related to insurance fraud investigations. Act as Equipment Manager and perform other duties in support of the administrative functions of the regional office.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Must be able to work in a law enforcement environment that includes the presence of firearms
- Successfully qualify at quarterly weapon qualifications
- Meet all POST requirements;
- Possess a valid driver license issued by the Department of Motor Vehicles and shall safely operate a motor vehicle;
- Must be able to work both indoors and outdoors, depending on the situation in which investigator is involved, at any given time
- There is a reasonable expectation of contact with dangerous suspects
- The incumbent must be able to work in a high-rise building.
- Good health, sound physical condition, and free from any physical or mental condition that would interfere with performance of duties;
- Effective use of both hands;
- Strength, endurance, and agility; and
- Emotional stability
- Eligible for telework in accordance with CDIs Telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

_____

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____

Supervisor Signature Date

_____
Printed Name