STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

318-8610-001

Division: Investigations Division	**Classification Title**: 8610 Investigator
Branch: Investigations Branch	**Working Title**: Investigator
Unit: Rocklin District N1	**Tenure/Timebase**: Permanent Fulltime
Position City: Redding	**Position County**: Shasta County
Position Number: 318-8610-001	**CBID/Bargaining Unit**: R07
Conflict of Interest Classification: No 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: In accordance with Penal Code Section 13651, the incumbent shall conduct their duties with an emphasis on community interaction and collaborative problem solving. In accordance with 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 operation plans and safely executing them; performing undercover assignments and surveillance operations; providing technical assistance and training to law enforcement agencies and others; making arrests; cooperating with and securing the assistance of other law enforcement agencies; preparing documents and reports detailing investigation activities and findings. May provide security and protection to departmental employees and property in cases of emergency and/or threat; locate and interview witnesses and persons suspected of violations; obtain and present facts and evidence to support administrative actions or prosecutions; serve subpoenas, inspection warrants, search warrants, and other official legal papers. May lead or review the work of a small staff of Investigators in the performance of field investigations; have independent responsibility to oversee an entire investigative operation or project; independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments, or in an investigatory or law enforcement program. Perform program and policy development and interpretation duties that specifically require investigatory or law enforcement expertise.
40%	**Reports (E)** Provides direct investigative, witness and advisory assistance to federal, state and local law enforcement agencies, prosecutors, department legal staff, allied regulatory agencies, by preparing, gathering and presenting reports and evidence for use in criminal and administrative legal proceedings; serves legal papers. Effects arrests of criminal suspects or assists in such arrest as required; issues misdemeanor and registration violation citations; responds to 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 emanating from or approved by the Chief, including investigations of employee misconduct, burglary or robbery of field offices, tampering with official record systems, and other special cases of a criminal nature; conducting background investigations on applicants selected for employment in accordance with rules and regulations of the department and the Commission on Peace Officer Standards and Training; participating in and/or assisting with the Computer Forensics Team (CFT) which is responsible for the identification, collection, examination, and presentation of electronically stored information, as evidence; Field Training Officer (FTO) relevant to specific performance objectives and various other types of field training that the trainee will need to know to become a successful investigator; Defensive Tactics Trainer (DETAC) including, but not limited to levels of force; weapon retention; pain compliance techniques, handcuffing techniques and control holds; team & individual communication; dealing with multiple subjects; officer rescue; and liability issues; Range

	Master - Preparing training aids, coaching methodologies, diagnosing and correcting shooters' errors, gun handling techniques designed to work under stress, proper handling/operation of various weapons, and effective, efficient combat marksmanship techniques; Academy Liaison - Mentor to recruits: Assist with on boarding process, attend events, inspections, graduation, assist with remedial training, prepare paperwork: i.e. TECs, performance appraisals, bi-monthly reports for the deputy chief; and acts for the District Supervisor when directed.
5%	**Other Duties (M)** Performs other duties as required.

Supervision Received: The Investigator is under direction of the Supervising Investigator I, but may receive direction for the Supervising Investigator II, Deputy Chief, or Chief.
Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may work as a lead / mentor, guiding other staff in completing tasks.
Physical Requirements: Equipment and work aids used consist of: vehicle police radio, safety equipment, e.g., shotgun, semi-automatic duty weapon, badge, handcuffs, handcuff case, flashlight (heavy duty), soft body armor, ammunition, holster, kubaton, and chemical agents, ASP, battering ram and Haligan tool.
Special Requirements: Must meet POST medical and psychological requirements. Knowledge of Law Enforcement principle, investigative ability, written and verbal communication.
Personal Contacts: Will interact with departmental staff as well as the public by phone, email, in person, and mail as needed. Interactions may be general, confidential, sensitive, or informative.

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