State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
LEESD	State Park Superintendent II	548-803-0978-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Professional Standards Unit	Investigator	S07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Investigations	Negotiable statewide	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
Housing not available		SPS III

SENSITIVE POSITION DESIGNATION (Check if applicable)

☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the general direction of the Assistant Chief of Investigations (ACI), the SPS II will be assigned to the Professional Standards Investigations Unit within the Law Enforcement and Emergency Services Division (LEESD). The SPS II Investigator will be responsible for investigating and assisting with investigations related to: Internal Affairs Investigations, Civilian's Complaints, Officer Involved Shootings, Unintentional Discharges, EEO Investigations, Workplace Violence, and other miscellaneous investigations involving employee misconduct. The SPS II Investigator will be assigned case work throughout the State and the reporting location is negotiable statewide.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**Public Protection and Law Enforcement Internal Investigations** This position will conduct internal investigations concerning Civilian's Complaints, Officer Involved Shootings, Unintentional Discharges, EEO Investigations, Workplace Violence, and other miscellaneous investigations involving employee misconduct. This position will be fully trained in the Department's internal affairs procedures, the laws and regulations pertaining to employee rights, with strict adherence to the Public Safety Officer's Procedural Bill of Rights (POBR) and all applicable employee Bargaining Unit Agreements. All investigations will require documentation, evidence collection, records collections, interviews and interrogations, preparation of affidavits for search and arrest warrants and fully completed case file investigative reports following the standardized case file formats. This position will be required to work closely with the Deputy Attorney General (DAG) and to testify in State Personnel Board Hearings concerning the results of their internal investigations. The SPS II Investigator is to work with the ACI and fellow SPS II for coordinating any law enforcement surveillance with the assistance of the District State Park Peace Officers (SPPO), when needed. This position will act as a Department Liaison when working in cooperation with other State and local law enforcement agencies on cases concerning this Department. The SPS II Investigator will additionally be assigned to assist District Superintendents in formal Civilian's Complaints and Officer Involved Shooting events. As a State Park Peace Officer, in the classification of SPS II, this position can make arrests of suspects for the commission of crimes committed. Additionally, this badged position will be readily available to provide peace officer assistance, when requested, throughout the State.

	As a trained SPS II Investigator, this position, upon request, may be assigned to assist other State agencies in conducting investigations. While on assignment to an outside agency the Investigator will represent the Department as a SPS II Investigator, Captain.
30%	**Training** The SPS II Investigator will assist in conducting training for Internal Affairs Investigations, Civilian's Complaints, Officer Involved Shootings, Unintentional Discharges, EEO Investigations, Workplace Violence, and other miscellaneous investigations involving employee misconduct. In addition, conduct training related to SPB Testimony, Case File Preparation and Interview and Interrogation Techniques. The SPS II Investigator will assist the Training Section with law enforcement training for Supervisory and Management Practices, Academy Training for new Cadets in the areas of Law Enforcement Learning Domains, to include, Vehicle Stops, Report Writing, Patrol Techniques, Ethics, Employee Standards of Conduct (DOM 2400), Public Protection and Law Enforcement (DOM 1300), Internal Affairs, Civilian Complaints, Officer Involved Shootings and testing for Scenarios. Additionally, the SPS II Investigator will conduct update training for the District Public Safety Superintendents to ensure that all the standardized processes and formatting are being adhered to in their assigned duties. Regularly audits the Investigation Unit as a whole, and makes necessary changes in structure or other attributes to ascertain efficiency and POST compliance. This audit will consider both the quality and financial components of the program, and ascertain that the program operates within budgetary constraints.
25%	**Administrative** The SPS II Investigator will conduct random audits on the Districts to ensure that Civilian Complaint logs are being kept in accordance to mandates under Penal Code 832.5. It is the SPS II Investigator's responsibility to remain current in all POST certified reoccurring training, required department training, qualifications for firearms and legal updates that will be incorporated into the Department's contract with LEXIPOL.
MARGINAL FUNCTIONS:	
%	**Task/Duties**
5%	**Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.**
TYPICAL WORKING CONDITIONS	

TELEWORK DESIGNATION:
This position is designated as Telework Eligible - Office Centered.

SPECIAL REQUIREMENTS:
Possession of a valid Class C Driver's License is required.

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE