

Special Investigator

Essential Task Rating Results

1	Evaluate the contents of a complaint and/or case file to determine if there is a criminal, civil, and/or administrative violation.
2	Determine jurisdictional issues regarding alleged complaint(s) for enforcement and/or referral to applicable agency.
3	Track /maintain case investigative activities utilizing a computer database for reporting purposes.
4	Document daily case investigative activities for reporting purposes.
5	Utilize various computer databases for the purpose of obtaining information for investigations.
6	Develop initial investigation plan (e.g., documents and records needed for review, correspondence, list of possible violations, interviews, search warrant operations) to establish a framework for the investigation.
7	Contact reporting party/complainant and witnesses named in a case file to verify/request information and develop additional leads.
8	Interview additional witnesses related to an investigation to obtain information pertaining to the complaint.
9	Assist other Investigators in conducting investigations.
10	Act as lead for an investigative team to facilitate requested activities.
11	Identify and locate individuals for the purpose of obtaining evidence and intelligence to assist with investigations.
12	Access community contacts, public records, confidential law enforcement records, and allied agencies to locate resources pertinent to the investigation.
13	Collect evidence (e.g., computer files, witness statements, suspect statements, medical records, photographs) to support investigation findings.
14	Document and maintain an evidentiary chain of custody per departmental policy in order to protect it for presentation at hearing or in court.
15	Provide assistance and work collaboratively with federal, State, and local agencies regarding investigations.
16	Prioritize and complete activities to meet deadlines for investigations per departmental policies and statutes of limitation.
17	Maintain master investigation case file documents and evidence to ensure confidentiality and security in compliance with departmental policies and procedures.
18	Maintain accurate case information to ensure integrity of the investigation.
19	Conduct interviews in appropriate environments in order to preserve integrity and ensure safety of all parties involved.

20	Maintain as safe an environment as possible when performing investigative duties.
21	Coordinate the collection, testing, disposal, and/or return of samples/evidence from a field operation in accordance with applicable laws and departmental policy.
22	Make recommendations for corrective/enforcement action in accordance with case findings.
23	Conduct legal research (e.g., penal codes, statutes, health and safety codes, case law, California Code of Regulations) when investigating, analyzing and evaluating cases.
24	Verify the veracity of the information obtained from individuals during the course of an investigation.
25	Prepare clear, concise, and accurate documents (e.g., request letters, search warrants, cease and desist, affidavits, subpoenas, discovery requests) relevant to investigations.
26	Maintain a log of field observations to include in the final report of an investigative case file.
27	Prepare clear, concise, and accurate reports using computer software (e.g., Report of Investigation, Supplemental Reports, Report of Interview, Status reports) to document investigative activities and information which may be used for the purpose of criminal prosecution and administrative/civil actions.
28	Prepare memorandums and similar documents regarding case investigations for issuance to various audiences (e.g., directorate, supervisors, attorneys, and internal/external customers).
29	Examine documents/records to secure or verify information concerning suspected violations and violators.
30	Enter data into case tracking systems to prepare a record of current/completed investigations in accordance with departmental procedures/guidelines.
31	Review investigative reports to ensure accuracy, checking for grammatical errors, sentence structure errors, and proper articulation for ease of interpretation (i.e., the report is in layman terms and avoids technical jargon).
32	Testify in administrative, civil, and criminal hearings and court proceedings regarding investigations.
33	Discuss and submit cases to the appropriate prosecutorial entity for filing of an administrative, criminal, and/or civil complaint.
34	Testify to hearsay evidence and the facts/findings of an investigation in preliminary, grand jury, and administrative hearings.
35	Provide discovery of evidence as required by law.
36	Participate in settlement conferences with appropriate parties to effect conciliation of cases.
37	Participate in depositions with appropriate parties to prepare for court proceedings.

38	Assist presenters (e.g., District Attorney, Attorney General, counsel) in case preparation and during hearings to aid in technical issues.
39	Determine the disposition of a case, whether it should be closed with or without a warning/citation, be submitted for appropriate corrective action, or sent for legal action/prosecution.
40	Evaluate evidence to determine if elements are met for appropriate criminal, civil or administrative action according to the federal/State laws and regulations.
41	Analyze contents of a case file to determine what additional information/action is needed to complete the investigation.
42	Stay current with new laws, court decisions, internal policies and/or regulations to determine impact on unit operations and programs.
43	Consult with experts regarding complex issues involving an investigation.
44	Communicate with difficult individuals, diplomatically and professionally, in response to inquiries about departmental policies, procedures, and/or regulatory requirements pertaining to State and federal laws.
45	Serve legal documents (e.g., request letters, cease and desist order, desist and refrain order, discoveries) to obtain compliance.
46	Interview/interrogate suspects for the purpose of obtaining evidence and intelligence for crimes and civil/administrative cases in compliance with all laws.
47	Obtain written statements or declarations from suspects, victims, and witnesses for the investigation of criminal and civil/administrative cases.
48	Conduct surveillance to develop evidence and intelligence for investigations.
49	Conduct field operations using various types of equipment (e.g., cameras, computers, cell phones, forensic tools) during an investigation.
50	Transport evidence to and from various locations (e.g., a crime scene, a courthouse, a regional office evidence-holding room) for inspection, storage, and/or presentation.
51	Conduct on-site investigations/inspections to determine whether a violation has occurred.
52	Create various charts and diagrams (e.g., crime scene layouts, investigation activity progressions, intelligence charts) for reference and presentation throughout an investigation.
53	Maintain equipment (e.g., vehicles, firearms, radios, safety equipment, cameras, phones, computers, printers, pagers, tape and video recorders) to verify operability.
54	Complete defensive driver training in accordance with State mandates.