

# 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	Provide general assistance and direction to the public to assist them in contacting the appropriate agency.
17	Assist with making arrangements for informants to receive due compensation and/or security for their assistance in an investigation per departmental policy.
18	Assist with making arrangements for the protection of witnesses and informants in an investigation.
19	Develop and manage informants to obtain information regarding suspects and criminal activity in compliance with departmental policy.

20	Conduct <i>surreptitious</i> recordings of individuals, utilizing various electronic devices to obtain information pertaining to investigations in conformance with all laws.
21	Conduct <i>non-surreptitious</i> recordings of individuals utilizing various electronic devices to obtain information pertaining to investigations in conformance with all laws.
22	Participate in special units/projects to improve the effectiveness of the department.
23	Prioritize and complete activities to meet deadlines for investigations per departmental policies and statutes of limitation.
24	Maintain master investigation case file documents and evidence to ensure confidentiality and security in compliance with departmental policies and procedures.
25	Maintain accurate case information to ensure integrity of the investigation.
26	Conduct interviews in appropriate environments in order to preserve integrity and ensure safety of all parties involved.
27	Maintain as safe an environment as possible when performing investigative duties.
28	Conduct employment background investigations of applicants to determine whether they meet hiring requirements.
29	Conduct investigations into the background of individuals applying for licenses, permits, etc.
30	Coordinate the collection, testing, disposal, and/or return of samples/evidence from a field operation in accordance with applicable laws and departmental policy.
31	Make recommendations for corrective/enforcement action in accordance with case findings.
32	Conduct legal research (e.g. penal codes, statutes, health and safety codes, case law, California Code of Regulations, etc.) when investigating, analyzing and evaluating cases.
33	Research the background, training, and experience of experts that will be used in an investigation to verify qualifications to make appropriate recommendations and give expert opinion.
34	Monitor licensees on administrative probation for compliance with terms and conditions of probation.
35	Verify the veracity of the information obtained from individuals during the course of an investigation.
36	Prepare clear, concise, and accurate documents (e.g., request letters, search warrants, cease and desist, affidavits, subpoenas, discovery requests) relevant to investigations.
37	Maintain a log of field observations to include in the final report of an investigative case file.
38	Prepare citations/warning letters for issuance to parties regarding violations.

39	Assist with preparation of press releases for forwarding to media in order for them to notify the public of a significant event in a case.
40	Prepare training materials to improve the effectiveness of the Department.
41	Prepare clear, concise, and accurate reports using computer software (i.e., Report of Investigation, Supplemental Reports, Report of Interview, Status reports, etc.) to document investigative activities and information which may be used for the purpose of criminal prosecution and administrative/civil actions.
42	Prepare administrative reports (i.e., monthly attendance, vehicle mileage logs, etc.) documenting activities of staff.
43	Assist in the preparation of various departmental documents (e.g., policies, procedures, protocols, directives, bulletins) pertaining to investigations.
44	Prepare memorandums and similar documents regarding case investigations for issuance to various audiences (e.g., directorate, supervisors, attorneys, and internal/external customers).
45	Prepare affidavits and search, arrest, and inspection warrants for judges' approval.
46	Transcribe and/or copy audio and video recordings and other electronic media for inclusion in case file.
47	Examine documents/records to secure or verify information concerning suspected violations and violators.
48	Enter data into case tracking systems to prepare a record of current/completed investigations in accordance with departmental procedures/guidelines.
49	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, etc.).
50	Assist with preparation of conciliation documents for settlement of cases.
51	Testify in administrative, civil, and criminal hearings and court proceedings regarding investigations.
52	Discuss and submit cases to the appropriate prosecutorial entity for filing of an administrative, criminal, and/or civil complaint.
53	Testify to hearsay evidence and the facts/findings of an investigation in preliminary, grand jury, and administrative hearings.
54	Provide discovery of evidence as required by law.
55	Participate in settlement conferences with appropriate parties to effect conciliation of cases.
56	Participate in depositions with appropriate parties to prepare for court proceedings.
57	Negotiate/mediate settlements between complainants and respondents.

58	Assist presenters (District Attorney, Attorney General, counsel, etc.) in case preparation and during hearings to aid in technical issues.
59	Transport witnesses to ensure their presence in court.
60	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.
61	Evaluate evidence to determine if elements are met for appropriate criminal, civil or administrative action according to the federal/state laws and regulations.
62	Develop field operation plans (e.g. forming teams, taking photographs, running criminal histories, locating local hospitals, notify local police, surveillance, serving warrants, etc.) for the purpose of safely executing search and arrest warrants.
63	Analyze contents of a case file to determine what additional information/action is needed to complete the investigation
64	Stay current with new laws, court decisions, internal policies and/or regulations to determine impact on unit operations and programs.
65	Coordinate and verify roles regarding field operations with other law enforcement agencies.
66	Debrief field operation participants and discuss the effectiveness of the operation and any needed improvements for future operations.
67	Provide oral presentations to the public regarding the department's mission.
68	Perform officer-of-the-day duties by responding to and addressing public inquires.
69	Advise the public regarding the process of filing a complaint for investigative purposes.
70	Present information regarding the duties of Investigators to various audiences (e.g., college students, police department employees, etc.) for recruitment purposes.
71	Consult with experts regarding complex issues involving an investigation.
72	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.
73	Serve subpoenas or inspection warrants in compliance with statutes to obtain information (i.e., medical, employee, criminal, telephone and bank records, and media transmissions and recordings, etc.) and evidence regarding cases.
74	Serve search warrants to obtain evidence pertaining to a criminal investigation.
75	Serve legal documents (e.g., request letters, cease and desist order, desist and refrain order, discoveries) to obtain compliance.

76	Interview/interrogate suspects for the purpose of obtaining evidence and intelligence for crimes and civil/administrative cases in compliance with all laws.
77	Obtain written statements or declarations from suspects, victims, and witnesses for the investigation of criminal and civil/administrative cases.
78	Advise the suspect(s) in custody of Miranda Rights as required by law prior to interrogation.
79	Provide Beheler Admonishment prior to interview of suspect(s) not in custody.
80	Conduct surveillance to develop evidence and intelligence for investigations.
81	Arrest suspect(s) utilizing various restraint devices for criminal activity.
82	Transport suspect(s) who have been arrested to appropriate holding facilities in accordance with agency policies.
83	Conduct the booking process for arrested individuals.
84	Perform extraditions for suspects both in and out of state for department cases.
85	Employ less lethal force (e.g., baton, chemical agent, physical restraints, etc.) to effect an arrest or control a situation.
86	Utilize deadly force as appropriate within departmental policy and state law.
87	Conduct field operations using various types of equipment (e.g., cameras, computers, cell phones, forensic tools) during an investigation.
88	Coordinate and participate with allied agencies for the arrest of suspect(s).
89	Determine and utilize proper use-of-force options to effectively handle possible threats, protect life or property, and prevent danger or injury to oneself or others.
90	Carry and maintain safety equipment (e.g. firearm, magazines, OC spray, handcuffs etc.) to effectively perform duties of the job.
91	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.
92	Impound, inventory, and/or store vehicles/vessels incident to an arrest for evidentiary or any other lawful purpose.
93	Conduct field operations using protective gear (e.g., entry tools, raid gear, firearms, body armor, etc.) to obtain evidence.
94	Work in an undercover capacity in a variety of situations and settings.
95	Conduct on-site investigations/inspections to determine whether a violation has occurred.
96	Create various charts and diagrams (e.g., crime scene layouts, investigation activity progressions, intelligence charts, etc) for reference and presentation throughout an investigation.

97	Provide data for statistical and analytical report(s) to state departments and other entities regarding violation trends.
98	Maintain equipment (e.g., vehicles, firearms, radios, safety equipment, cameras, phones, computers, printers, pagers, tape and video recorders, etc.) to verify operability.
99	Prepare presentation materials using various resources to train others and inform the public.
100	Prepare audio and visual exhibits for presentation during court proceedings.
101	Utilize techniques and equipment (e.g., vehicles, identifications, mail drops, etc.) for undercover operations to prevent suspects from detecting such activities.
102	Utilize computer forensic programs to access suspects' records and various forms of electronic data for investigative purposes.
103	Access websites (i.e., personal web pages, articles, chat rooms, etc.) to collect information/evidence to be used in criminal and/or administrative/civil cases.
104	Assist in the monitoring of the probationary period of co-workers, assigning necessary training to ensure successful performance of job tasks.
105	Assist with preparation of evaluations of employees.
106	Provide training (e.g. industry trends) to department staff, law enforcement, the public and others to increase awareness regarding violation of law/regulations.
107	Complete training for the purpose of obtaining and maintaining law enforcement related skills.
108	Complete firearms qualifications to ensure proficiency.
109	Handle firearm in compliance with departmental firearm policies.
110	Complete defensive tactics and arrest and control techniques coursework to maintain proficiency.
111	Provide advice and direction (i.e., terminology, methodology, etc.) and on the job training to investigators to facilitate investigations.
112	Operate various modes of transportation (e.g. vehicles, vessels, aircraft, horses, etc.) following agency policy to ensure safety.
113	Complete defensive driver training in accordance with State mandates.