

COUNTY OF SOLANO
CLASS SPECIFICATION
DISTRICT ATTORNEY INVESTIGATOR (SUPERVISING)

Effective Date: XX/XX/XXXX

Effective Date of Revision: XX/XX/XXXX

For Drafts: Date of this Draft: 4/15/2026

CLASS SUMMARY:

Under general direction, plans, organizes, supervises and participates in the activities of one or more investigations units in the District Attorney's Office engaged in conducting investigations of criminal and/or civil law matters; conducts the more complex or sensitive investigations; serves as a member of the department's management/supervisory team.

This class is characterized by the responsibility to supervise the work of District Attorney Investigators and investigative support staff. Incumbents work in support of the criminal prosecution activities of the District Attorney's Office, supervise staff and are responsible for supervising the daily activities of the criminal prosecution division. This class is distinguished from the Chief District Attorney Investigator by the latter's overall management of the division in the District Attorney's Office.

The District Attorney Investigator class series is distinguished from other investigative class series in Solano County by their possession of peace officer status pursuant to Penal Code 830.1.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Chief District Attorney Investigator** class which manages the Bureau of Investigations of the District Attorney's Office;
- **District Attorney Investigator** class which is the full working level in skilled investigation work performed in support of the criminal prosecution activities of the District Attorney's Office.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Chief District Attorney Investigator.
- Employees in this class supervise three or more employees in the District Attorney Investigator, technical/paraprofessional, and clerical classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes and supervises the work of investigative and support staff assigned to one or more investigations units of the District Attorney's Office; ensures compliance with

established policy, procedures and legal requirements; provides technical guidance to staff members; communicates departmental mission, goals and objectives to subordinates and encourages accomplishment.

- Assists the Chief District Attorney Investigator in selecting new staff; trains subordinates in investigative techniques; assigns, reviews and evaluates the work of staff; may recommend cross-training, reassignments and/or disciplinary actions as appropriate and necessary; reviews staff work preparatory to hearings or court action. Assists the Chief District Attorney Investigator in the formulation of investigative plans, policies and procedures; assists the Chief District Attorney Investigator in coordinating activities with local, state and federal agency personnel; establishes and maintains inter agency rapport and cooperation; may assist in the preparation of the unit budget.
- Coordinates with prosecuting attorneys on investigative support needs, presentation of evidence, credibility and presentation of witnesses, and other matters related to pretrial preparations; serves subpoenas; testifies in court as needed.
- Participates in the work of the division including advising and assisting in, or personally conducting, difficult and sensitive investigations assigned to the unit which may include working in an undercover capacity; makes decisions as to the types of investigations to be conducted and procedures to be used.
- Assists the Chief District Attorney Investigator with the coordination of multi-agency investigations for alleged or suspected violation of laws; may respond to inquiries from the public and other agencies.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to gain resolution.
- Examines correspondence and reports for accuracy, pertinence and consistency with laws and regulations; prepares written and verbal reports containing facts and findings of investigation and recommendations regarding disposition of criminal and/or civil cases.
- Operates cameras, electronic sound or video equipment and other devices used in investigation activities.
- May serve as the Chief District Attorney's Investigator in that person's absence.

EDUCATION AND EXPERIENCE:

- **Education:** Thirty (30) semester units or forty five (45) quarter units of academic course work in Criminal Justice, Criminology, Law Enforcement, Police Science (and related field) from an accredited college or university OR a California Advanced P.O.S.T certificate.

AND

- **Experience:** Five (5) years of full-time law enforcement experience working primarily in criminal investigative activities in a law enforcement agency, two (2) of which must have been as a District Attorney Investigator in Solano County or its equivalent for another District Attorney's Office within the state of California.

Note: To meet this experience requirement, the majority of time must have been spent performing duties such as gathering evidence, interviewing and locating witnesses, investigating crime scenes, and writing reports of findings to be used in Court in the prosecution of defendants. Incidental investigative work which is gained through performance of duties such as patrol, inmate custodial work, accident investigation, etc. is not considered qualifying.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid and current California Peace Officers Standards and Training (P.O.S.T.) Advanced Peace Officer Certificate.
- Completion of a valid California P.O.S.T. Investigation and Trial Preparation Course within 12 months of employment is required.
- Completion of a valid California P.O.S.T. Supervisory Course within 12 months of employment is required.
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- Applicants are required to possess a valid California Driver's License, Class C.

Note: The driver's license must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

[Below are examples of knowledge statements and abilities that are often used.]

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Methods, techniques and procedures employed in crime detection, criminal/civil investigations and preservation of evidence;
- The California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Election Code, Business and Professions Code, Government Code and other state and federal laws and case law as applicable to criminal and civil investigations;
- Methods and techniques of investigation;
- Laws of search, seizure and arrest;
- Rules of evidence; courtroom practices and procedures;
- Interviewing and interrogation techniques;
- Use and care of firearms;
- Investigative report writing techniques;
- Methods used in identification, evaluation and preservation of evidence;
- Crime scene search and reconstruction techniques;
- Witness protection practices;
- Use of cameras and other investigative equipment;
- Law enforcement/criminal justice and other automated information systems used in criminal investigation activities;
- Criminal lab procedures;
- Work procedures and methods;
- County administrative rules and procedures;
- Principles and practices of work safety related to investigative work.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize their work.
- Using firearms, less-lethal devices and empty-hand control;
- Working independently with a minimum of supervision;
- Exercising good judgment and making sound decision in the analysis of investigative problems;
- Use modern office equipment to include computers and related software applications.
- Plan, organize and supervise the work of subordinate staff engaged in assigned work;
- Conduct complex and highly sensitive investigations;
- Review and evaluate complex investigative reports, statements and complaints to determine appropriate action;
- Work as part of the prosecution team;
- Obtain information from interviews and interrogations;
- Make decisions and independent judgments;
- Communicate effectively both verbally and in writing with people of diverse socioeconomic backgrounds;
- Determine the appropriate course of action in emergency and/or stressful situations;
- Collect and analyze data to draw logical conclusions and make appropriate recommendations;
- Comply with laws, regulations and professional practices governing investigative operations;
- Secure cooperation and teamwork among law enforcement agents from other jurisdictions;
- Maintain accurate records and document actions takes;
- Prepare thorough and concise investigative reports;
- Prioritize work assignments;
- Develop and use informant relationships;
- Operate automated information systems;
- Operate and maintain cameras and other equipment;
- Recognize and respect scope of authority;
- Identify operational problems;
- Testify in court;
- Provide protection to witnesses;
- Make arrests;
- Understand and apply laws and ordinances, departmental policies, rules and procedures;
- Establish and maintain cooperative working relationships;
- Maintain confidentiality of information.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Considerable force may be required performing tasks such as making arrests, particularly if the subject of arrest resists the action. Tasks may involve extended periods of time sitting at a keyboard or workstation and sitting or standing while conducting surveillance.
- **Vision:** This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas. Detailed or important instructions may need to be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Office Work plus Offsite Work:** While most work will be in an office setting, visits to offsite locations where exposure to environmental factors may pose a risk of injury or illness. May be subject to a variety of weather conditions and walking on uneven terrain.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- **Background Checks:** Candidates in this position will be required to pass a rigorous background investigation in accordance with applicable laws, regulations or policies. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents may have to travel outside of the county, state, or country on official business. Incumbents must have the ability to possess a US passport.
- **Hours of Work:** Incumbents may be assigned to work outside of normal office hours. Incumbents must be able to work any shift, holiday and weekend, and anywhere in the County. Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

- Age: Candidates must be eighteen (18) years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.
- Peace Officer Requirements:
 - Applicants must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
 - Employees must meet requirements to possess and carry firearms.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: 3/97
- Date Adopted by the Board of Supervisors:
- Date(s) Revised: 8/2012
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 415160