

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**DISTRICT ATTORNEY INVESTIGATOR**

**Effective Date: XX/XX/XXXX**

**Effective Date of Revisions: XX/XX/XXXX**

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

**CLASS SUMMARY:**

Under general direction, conducts investigations to gather and evaluate evidence for use in criminal and civil prosecution; performs related duties as required. This class describes the full working level in skilled investigation work performed in support of the criminal prosecution activities of the District Attorney's Office. Incumbents perform a wide variety of investigative, apprehension and enforcement assignments utilizing the full range of law enforcement techniques. The duties and responsibilities of this class are directly related to active law enforcement requiring incumbents possess California peace officer status pursuant to Penal Code 830.1. Incumbents work with minimal supervision, often determining their own work priorities and methods after consultation with their supervisor or with the prosecuting attorneys requesting investigative support.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **District Attorney Investigator Supervisor** class which is a supervisory class characterized by the responsibility to supervise the work of District Attorney Investigators and investigative support staff;
- **Investigative Assistant** class which performs office and limited field work in support of Investigators who are investigating civil or criminal cases.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by a District Attorney Investigator Supervising.  
**AND**
- No supervision is exercised over others.

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

- Plans and conducts investigations, to include reviewing and analyzing complex financial records of businesses, organizations, and/or individuals, to support a wide variety of criminal and civil prosecutions including complex fraud and alleged corruption in public agencies, violation of fair political practice laws, narcotics investigations, general felonies, child abductions, and police related deaths or injury. May have to work in an undercover capacity.
- Gathers intelligence information from a variety of official and unofficial sources; performs stationary and moving surveillance and undercover work using sound, photographic,

video, etc. equipment; identifies and locates witnesses, victims, suspects and other persons by using information obtained through law enforcement databases, directories, utility records, internet sources, public or private agencies, employers, families, neighbors, etc.

- Interviews complainants, witnesses, suspects, subject matter experts, etc.; interprets and explains the provisions of laws, rules or regulations related to the investigation.
- Locates, transports and provides protective service to prosecution witnesses; administers relocation program financials.
- Assists in the preparation and service of search warrants to seize persons and property, financial or business records; plans, organizes, directs and conducts search and arrest operations; makes arrests with the ability to control resisting subjects with a minimum use of force to effect the arrest.
- Coordinates with prosecuting attorneys on investigative support needs, presentation of evidence, credibility/sequence of witnesses and other matters related to pretrial preparations; serves subpoenas; testifies in court as needed.
- Assists other state, federal and local law enforcement agencies in their investigation of criminal law violations; may coordinate multi-agency investigations of alleged or suspected violation of civil or criminal laws.
- Prepares written and verbal reports containing facts and findings of investigation and recommendations regarding disposition of criminal and/or civil cases. Prepares courtroom graphic illustrations and exhibits; constructs flowcharts diagrams, and appropriate schedules to use as evidence and trial exhibits.
- Enforces local, State and Federal laws.

#### **EDUCATION AND EXPERIENCE:**

- **Education:** Thirty (30) semester units or 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 Peace Officer Standards and Training (P.O.S.T.) Advanced certificate.

**AND**

- **Experience:** Three years as a detective/investigator with a District Attorney's office, Sheriff's Department, Police Department, or other recognized public law enforcement agency whose primary responsibility is the investigation of criminal activity.

**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 Officer Standards and Training (P.O.S.T.) Intermediate Peace Officer Certificate. [A California Peace Officer Standards and Training \(P.O.S.T.\) Advanced Certificate is preferred.](#)
- The satisfactory completion of the training required by P.O.S.T. for District Attorney Investigators is required within 12 months from date of hire.
- [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:**

### **Knowledge of:**

- Methods, techniques and procedures employed in crime detection, criminal/civil investigations and preservation of evidence;
- California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Evidence Code, Election Code, Business and Professional Code, and 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:**

- Independently plan, organize and conduct criminal and civil investigations;
- 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 socio-economic 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 taken;
- Prepare thorough and concise investigative reports;
- Prioritize work assignments;
- Develop and use informant relationships;
- Operate automated information systems;
- Operate emergency vehicles and drive under emergency conditions;
- Operate and maintain cameras and other equipment;
- Recognize and respect scope of authority;
- Testify in court;
- Provide protection to witnesses;
- Defend themselves and others;
- Make arrests;
- Understand and apply laws and ordinances; departmental policies; and rules and procedures;
- Establish and maintain cooperative working relationships;
- Possess and carry firearms;
- Maintain confidentiality of information.
- Use modern office equipment to include computers and related software applications.

#### **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:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised: October 1991, August 8, 2012
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 413040