



**SPECIAL INVESTIGATOR,
CITIZENS' LAW ENFORCEMENT
REVIEW BOARD**

Class Code:
000375

Bargaining Unit: Not Represented
Administrator

COUNTY OF SAN DIEGO
Revision Date: Dec 11, 2014

SALARY RANGE

\$60,153.60 - \$84,219.20 Annually

CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS

To provide technical, investigative staff support to the Citizens' Law Enforcement Review Board to include performing independent investigations of complaints within the Board's jurisdiction; and to perform related work.

This is an unclassified classification allocated only to the Citizens' Law Enforcement Review Board or CLERB. The incumbents report to the Executive Officer – CLERB and are responsible for investigating citizen complaints of misconduct involving peace officers in the Sheriff or Probation departments. The jurisdiction of CLERB includes deaths that arise out of, or in connection with, the actions of peace officers; and allegations of criminal conduct, discrimination or sexual harassment of members of the public, excessive force, false arrest, false reporting, illegal search and seizure, and violations of policies and procedures of the Sheriff's Department and the Probation Department.

EXAMPLES OF DUTIES

Essential Functions:

1. Interviews complainants and other relevant witnesses or parties to obtain all relevant facts in connection with allegations of peace officer misconduct within the Board's jurisdiction.
2. Identifies and obtains evidence pertinent to laws, policies or procedures controlling the conduct at issue; researches all pertinent laws, policies, or procedures.
3. Compiles information and prepares comprehensive, analytical reports with recommended advisory findings for submission to the Board for review and action.
4. Acts as liaison with County departments, law enforcement agencies, and other outside agencies.
5. Formulates recommendations for policy and procedural changes related to complaints.
6. Attends monthly evening board meetings to provide additional information as necessary.
7. Participates in periodic evening community meetings or presentations.
8. Maintains and updates manual and automated records and files that are related to investigations.
9. May perform special studies and projects as directed by the Executive Officer of

CLERB.

10. Provides responsive, high quality service to members of the public, Board members, County employees, and representatives of outside agencies in a courteous, efficient and timely manner.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, laws and regulations regarding the rights and duties of peace and custodial officers
- Constitutional, criminal and public records law and procedure
- Current law enforcement principles and practices, and peace officer records and rights
- Methods and techniques of investigation, including gathering and presenting evidence
- County computer use and security directives
- County customer service objectives and strategies
- Telephone, office, and online etiquette
- Current technology and trends in the profession

Skills and Abilities to:

- Collect, assemble, analyze and present facts and information
- Interview complainants and other relevant witnesses or parties
- Prepare and present comprehensive investigative reports
- Operate and use computers in a safe and efficient manner
- Follow policy, procedures, and directives relating to County computer use and security
- Efficiently manage a high-volume and frequently fast-paced caseload to meet productivity and production deadlines
- Work independently in a small team environment
- Maintain confidential investigative files and data
- Maintain accurate investigative records and files
- Communicate effectively in verbal form when interacting with persons one-on-one or in groups
- Communicate effectively in writing when preparing reports, electronic mail messages, memorandums, and correspondence
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy
- Establish and maintain effective working relationships with those contacted in the course of investigations, including persons who may be emotionally charged or irate
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Embrace the role as an impartial fact-finder rather than as advocate for complainants or peace officers
- Treat members of the public, County employees, and representatives of outside agencies with courtesy and respect
- Assess the customer's immediate needs and ensure customer's receipt of needed

- services through personal service or making appropriate referral
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing

CORE VALUES

Integrity, Stewardship and Commitment

LEADERSHIP COMPETENCIES

Initiative

Problem Solving

Results Oriented

*Interpersonal
Relationships*

Organizational Acumen

Development of Others

EDUCATION AND/OR EXPERIENCE

Five (5) years of progressively responsible experience performing investigations for a law enforcement agency, District Attorney's Office, or other governmental agency or organization.

REQUIRED LICENSES, CERTIFICATIONS, OR REGISTRATIONS

Required licenses, certifications, and registrations must be maintained throughout employment in this class.

License

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Work primarily takes place in an office environment and involves frequent exposure to computer screens. Work involves attending meetings during the evening hours on a monthly or other basis. Work will involve periodic visits to local jails and travel to locations within and outside the County while conducting investigations or attending training or meetings.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

PROBATIONARY PERIOD

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority.

The County of San Diego and its employees embrace the Live Well San Diego initiative to improve the health and wellness of all County residents. For more information visit www.livewellsd.org.



Special Investigator, Citizens' Law Enforcement Review Board (Class No. 000375) Union Code: NA