



LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

BUREAU OF ADMINISTRATIVE SERVICES

POSITION INFORMATION

Positions allocable to this class work in the District Attorney's Bureau of Investigation under the technical and administrative direction of a Sergeant, D.A. Incumbents perform investigations of a generally routine nature for such purposes as locating and identifying witnesses or suspects, serving process, and developing information in family support cases. Incumbents may also staff the department's command post to provide emergency and routine communications when the District Attorney's office is closed, and perform or participate in such assignments as witness protection, stake-outs, and arrests of suspects in criminal cases. Incumbents must understand the principles and techniques of criminal investigation and the policies and procedures of the District Attorney's office governing investigations and search and seizure. They must exercise a knowledge of the California Penal Code, especially the laws pertaining to arrest, search and seizure, and the rules of evidence, and must be familiar with information regarding the whereabouts and backgrounds of witnesses and defendants.

JOB DUTIES

- Assists in criminal case investigations by gathering and reviewing relevant information about the case (e.g., police reports, witness statements, depositions, lab reports, medical reports, searching JDIC, TLOxp, and other information databases, relevant case law, similar cases handled by District Attorney, financial transactions, etc.) in order to support the criminal prosecution.
- Assists in the follow-up investigations of crimes by interviewing victims, witnesses, suspects; photographing crime scene(s); taking measurements; using various law enforcement-related equipment; etc. in order to collect credible, relevant, and admissible findings to support criminal prosecutions.
- Conducts extensive interviews with victims, witnesses, suspects (interrogations), complainants, etc., by applying appropriate interviewing techniques in order to collect credible, relevant, and admissible information and evidence (e.g., written and audio/video statements, etc.) concerning the case.
- Locates victims, witnesses, and suspects by using a variety of investigative methods (e.g., searching JDIC, TLOxp, and other information databases; interviewing associates, neighbors, employer, etc.; searching records of other public and non-public agencies; etc.) in order to support criminal prosecutions and appropriately enforce orders of the court.
- Performs law enforcement activities (e.g., conducting investigations; serving court ordered documents such as subpoenas, search, bench, and/or arrest warrants, summons, motions, affidavits, compelling orders, orders to show cause, etc.; witness protection; surveillance of persons and property; making arrests; etc.) by operating as an agent of the District Attorney or working in conjunction with other law enforcement agencies (e.g., federal, state, local, etc.) in order to support criminal prosecutions and appropriately enforce orders of the court.
- Prepares a variety of documents (e.g., investigative reports, memorandums, daily work logs, etc.) by operating a computer terminal and software programs (e.g., word processing, JDIC, TLOxp, and other information databases, etc.); using appropriate

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standard forms; etc. in order to properly document and record events in accordance with departmental policy and procedures, and the law.

- Assists prosecuting attorney by gathering and reviewing relevant evidence (e.g., physical evidence, charts, diagrams/models and photographs of crime scene, lab and medical reports, financial spreadsheets, etc.); conducting interviews; and locating victims and witnesses (e.g., explaining procedures, transporting to the courthouse, etc.) in order to support criminal prosecutions.
- Testifies in court as a case witness and/or expert witness by answering attorneys' and judge's questions in order to present evidence related to the case.
- Interacts with representatives from a variety of public and private agencies (e.g., local, state, federal, etc.) and relevant parties to the case (e.g., victims, witnesses, crime lab, members of the medical field, experts, private companies, organizations, financial institutions, insurance companies, etc.) by contacting and communicating with relevant parties; gathering evidence and information; responding to inquiries; etc. in order to carry out investigative activities.
- Performs general office duties by completing such activities as answering telephones (e.g., routes calls to appropriate parties, answering requests for information or assistance from the public, etc.), maintaining a variety of case-related documents, photocopying, etc. in order to support the carrying out of investigative activities.
- Maintains and updates knowledge and skills related to the investigator discipline by attending training classes and law enforcement-related conferences/associations (e.g., covering topics such as investigation methods, current case law, criminal activity trends, new investigative technology, first aid, state-mandated continual professional development, etc.), maintaining firearm qualification, reading investigative-related material, etc. in order to comply with current California Peace Officer Standards and Training requirements, and departmental policy and procedures; to maintain proficiencies in performing investigative duties.