

**JOB ANALYSIS
of the
ENTRY-LEVEL**

**DISTRICT ATTORNEY'S INSPECTOR/INVESTIGATOR
POSITION**

STANDARDS RESEARCH PROJECT

Technical Report

No. 6

Prepared by the
Standards and Evaluation Services Bureau



**THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING
STATE OF CALIFORNIA**

California Commission on Peace
Officer Standards and Training

JOB ANALYSIS OF THE ENTRY-LEVEL
DISTRICT ATTORNEY'S INSPECTOR/INVESTIGATOR
POSITION

Technical Report No. 6

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PREFACE

This research project was designed to provide the Commission on Peace Officer Standards and Training (POST) and the various District Attorneys' Offices with a comprehensive job analysis data base for the position of Inspector/Investigator of a District Attorney's Office. This data base describes the entry-level position and will be used to improve the job-relatedness of POST-required training.

The project was prompted by the amendment of Penal Code Section 13510 in 1981. The amendment provided for the participation of Inspectors and Investigators of District Attorneys' Offices in the POST Reimbursement Program effective January 1, 1982. Among the issues raised by the amendment of Penal Code Section 13510 was the question of the appropriate training standard for Inspectors and Investigators of District Attorneys' Offices. At a public hearing held to address this issue, the Commission directed that a job analysis of the D.A. Inspector/Investigator job be conducted to determine the appropriate training standard. Results were to be presented to the Commission at the October 1982 meeting.

The job analysis was conducted by means of job analysis questionnaires comprised of task statements. Three hundred twenty-nine (329) entry-level D.A. Inspectors and Investigators and one hundred four (104) Supervisors of D.A. Inspectors and Investigators representing 40 of the 53 District Attorneys' Offices in California completed the questionnaires. Both frequency information (how often the tasks are performed) and importance information were collected on 573 task statements. The results show that the D.A. Inspector/Investigator job is comprised of 259 "core" tasks which have statewide applicability. A comparison of these tasks with the "core" tasks performed by Patrol Officers indicates that there are both significant similarities and significant differences in the two jobs. These findings will be used in the development of appropriate training for D. A. Inspectors and Investigators.



KENNETH J. O'BRIEN
Executive Director

ACKNOWLEDGMENTS

The successful completion of this project is due in major part to the cooperation and participation of many District Attorneys' Investigators in California.

We are especially indebted to those peace officers who participated in POST Special Seminars to help design the job analysis surveys. Those persons are:

Gene I. Axelsen	Chief Inspector	Contra Costa County
Richard Esselman	Chief Investigator	Stanislaus County
Donn Ferrero	Chief Inspector	San Mateo County
Michael O. Lewis	Investigator	San Bernardino County
Leo B. Mark	Chief Investigator	Santa Clara County
Robert G. Seiler	Supervising Investigator	Los Angeles County

In addition, we wish to express our gratitude to the following agencies for permitting POST personnel to conduct on-site interviews of some of their peace officers. Those agencies are:

- Contra Costa County District Attorney's Office
- Sacramento County District Attorney's Office
- San Joaquin County District Attorney's Office
- Yolo County District Attorney's Office

The project was conducted by the Standards and Evaluation Services Bureau. Major contributions to the project were made by the following bureau personnel:

- Dr. John Kohls, Bureau Chief
- Dr. John Berner, Research Supervisor
- Donna Brown, Staff Analyst
- Luella Luke, Staff Analyst
- Blanche-Marie Casari, Secretary
- Marie Trafton, Secretary
- John Weiner, Research Consultant

The law enforcement consultant for this project was Bobby Sadler, Senior Consultant, Management Counseling Services Bureau.

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- B Job analysis questionnaire respondents
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RESEARCH METHODOLOGY

The Standards and Evaluation Services Bureau is the research bureau within POST. The bureau has had extensive job analysis experience. In 1979 the bureau conducted a statewide job analysis of the entry-level patrol officer position (Kohls, Berner, and Luke, California Entry-Level Law Enforcement Officer Job Analysis: Technical Report No. 1, 1979). Based, in part, on the success of that project, the decision was made to use the same job analysis methodology for purposes of analyzing the D.A. Investigator job.¹ Essentially, this methodology makes use of extensive questionnaires comprised of hundreds of specific task statements. Incumbents (in this case, D.A. Investigators) are asked to report the frequency with which they perform these tasks. Supervisors of the incumbents are asked to report on: (1) the importance of the tasks to the incumbent's job; and (2) when such tasks are best learned (i.e. before hire, during training or on the job).

Project Consultation

At the start, an attempt was made to identify and hire a D.A. Investigator who could act as a consultant on the project. Unfortunately, a State hiring freeze which was instituted at this time (Executive Order B97-82) halted such intentions.

Initial Survey of District Attorneys' Offices

To aid in the finalization of the design of the job analysis, and to gather descriptive information about California District Attorneys' offices, staff developed a survey and mailed it to every District Attorney's office in California. Questions asked of each office included:

1. "How many D.A. Criminal Investigators do you have in your agency who are assigned to the entry-level position?"

¹Although the California Penal Code refers to "Inspectors and Investigators of a district attorney's office," in this report the term "D.A. Investigator" will always be used.

2. "Of the persons above, how many have between 1 and 5 years of experience?"
3. "What are the minimum qualifications for the entry-level D.A. Criminal Investigator position (age, education, training, certificates, work experience, etc.)?"
4. "Generally, what percentage of the persons hired into the entry-level D.A. Criminal Investigator position have already completed a POST-certified police officer/deputy sheriff regular basic course?"
5. "Generally, what percentage of the persons hired into that entry-level D.A. Criminal Investigator position have already completed a POST specialized basic investigators' course or satisfied that training requirement in some other way?"
6. "Along with this survey, please send your job announcement and/or job description of the entry-level D.A. Criminal Investigator position."
7. "Would your agency be willing to participate in the POST job analysis of the entry-level D.A. Criminal Investigator position? Participation would involve the administration of job analysis surveys to a sample of your investigators."
"If 'yes' please name a contact person in your agency."

In an effort to include as many District Attorneys' offices as possible in the job analysis, staff made telephone calls to those agencies that did not return the initial survey. Followup calls were also made to those agencies that agreed to participate in the job analysis to confirm the number of incumbents and supervisors in each agency.

Development of Job Analysis Questionnaire

The job analysis information was collected by means of a Job Analysis Questionnaire (JAQ). The JAQ was developed as follows:

1. At the time of initial contact by POST, each District Attorney's office was requested to provide POST with any written materials which describe the duties of the D.A. Investigator (job descriptions, training materials, etc.).
2. Subsequent to review of the written materials, D. A. Investigators from the Yolo County District Attorney's Office and the Sacramento County District Attorney's Office were interviewed. During the interviews, each D.A. Investigator was asked to:
 - a) Describe the tasks which comprise his/her job;
 - b) Review the previously developed Patrol Officer Job Analysis Questionnaire and identify patrol tasks which he/she also performs.
3. The resulting information was organized into a preliminary listing of D.A. Investigator tasks. A two-day POST Special Seminar was then held with representatives of the San Bernardino County, Los Angeles County, and Santa Clara County District Attorneys' Offices. They reviewed the preliminary task listing, as well as the Patrol Officer Job Analysis Questionnaire. Prior to these reviews, each participant was individually interviewed and asked to describe his/her duties. As a result of this process, additional tasks were identified and revisions were made to existing task statements.
4. The first draft of a D.A. Investigator Job Analysis Questionnaire was developed by incorporating the revised D.A. Investigator task list into the existing Patrol Officer Job Analysis Questionnaire, i.e., all the original patrol tasks were included plus the additional D.A. Investigator tasks. A second two-day seminar was then held in which participants from the Contra Costa County, Stanislaus County, and San Mateo County District Attorneys' Offices met to review and revise the draft questionnaire.
5. Final pilot testing of the revised questionnaire was conducted at the Contra Costa County District Attorney's Office and the San Joaquin County District Attorney's Office.

Design of Completed Questionnaires

A total of 573 tasks were retained in the final version of the D.A. Investigator Job Analysis Questionnaire. As with the original Patrol Officer Job Analysis Questionnaire, two separate forms of the D.A. Investigator Questionnaire were developed -- one to be completed by incumbent D.A. Investigators and the other to be completed by the immediate supervisors of D.A. Investigators. The two forms of the questionnaire were identical with the exception of the rating scales to be used by the respondents. The questionnaire for incumbents contained the following nine-point frequency scale:

FREQUENCY SCALE

In the last 4 months, I have generally done this task:							I have done this task in this agency but not in the last 4 months	I have never done this task in this agency
More than once per day	Daily	Several times a week	Weekly	Several times a month	Monthly	Less than once per month		
9	8	7	6	5	4	3	2	1

Respondents to the Supervisory Questionnaire were asked to rate the importance of each D.A. Investigator job task using the following five point scale:

With reference to the investigators you personally supervise, how important is successful completion of this task to overall job performance:

- (1) Of little importance
- (2) Of some importance
- (3) Important
- (4) Very important
- (5) Critically important

Copies of instructions for the D.A. Investigator Job Analysis Questionnaires (Incumbent and Supervisory) appear in Appendix A.

Administration of the Job Analysis Questionnaire

Participation in the job analysis was voluntary. Initially 47 of the 53 District Attorneys' Offices with criminal investigators in the State agreed to participate. Each office was contacted by POST and a determination was made of the number of entry-level and supervisory personnel within each office. This information was used to develop a sampling plan for administering the JAQ. The total population of D.A. Investigators and First-Line Supervisors within the 47 offices was found to be 606 and 135 respectively. The five largest District Attorneys' Offices were found to account for approximately 58% of the D.A. Investigators and 59% of the First-Line Supervisors.

On the basis of these figures, the decision was made to survey all D.A. Investigators and First-Line Supervisors from District Attorneys' Offices with 25 or fewer D.A. Investigators. Within the five largest District Attorneys' offices, the greater of 25% or up to 25 incumbents and the greater of 25% or up to 25 First-Line Supervisors were surveyed. Using this approach, a total of 391 of the population of 606 D.A. Investigators (65%) and 118 of the population of 135 First-Line Supervisors (87%) received questionnaires. Of this total, 35% of the D.A. Investigators and 53% of the First-Line Supervisors were from the five largest District Attorneys' Offices.

Return and Review of Job Analysis Questionnaires

A total of 345 D.A. Investigator Questionnaires (88%) and 108 First-Line Supervisor Questionnaires (92%) were completed and returned to POST.² Each questionnaire was carefully reviewed; returned questionnaires were rejected if:

1. The respondent did not meet the experience requirements specified for questionnaire respondents (six months experience at entry-level for D.A. Investigators, six months supervisory experience for First-Line Supervisors).
2. The respondent failed to respond to 10% or more of the questionnaire items.
3. The respondent's ratings exceeded the range of the given rating scale (e.g., on a scale from 1 to 5, the respondent gave a rating of 6 or above).
4. The pattern of ratings suggested that the respondent did not take the questionnaire seriously.

Ninety-six percent of the returned surveys were found to satisfy all the above criteria and were key-entered for data processing. The number of usable questionnaires that were returned by D.A. Investigators and First-Line Supervisors in each of five job assignment categories is shown in Table 1. The number of usable questionnaires that were returned by each participating District Attorney's Office is shown in Appendix B.

²Completed surveys were received from 40 of the 47 District Attorneys' Offices that agreed to participate in the project. Seven offices failed to return any completed questionnaires. Excluding these seven offices, the return rate was 93% for the D.A. Investigator Questionnaire and 96% for the First-Line Supervisor Questionnaire.

TABLE 1: BREAKDOWN BY JOB ASSIGNMENT OF D.A. INVESTIGATOR
JOB ANALYSIS QUESTIONNAIRE RESPONDENTS

<u>Job Assignment</u>	<u>QUESTIONNAIRE RESPONDENTS</u>	
	<u>D.A. Investigator</u>	<u>First-Line Supervisor</u>
Child Support Investigations	39	16
General Criminal Investigations	160	47
Fraud/Economic Crimes Investigations	47	12
Welfare Fraud Investigations	15	6
Other	<u>68</u>	<u>23</u>
TOTALS	329	104

Analysis of Questionnaire Results

The job analysis data was analyzed using a procedure similar to that used to analyze the 1979 Patrol Officer Job Analysis data. As with the Patrol Officer Job Analysis, agency size was used as the unit of analysis. Specifically, the 40 participating District Attorneys' Offices were separated into "small," "medium," and "large" size categories. The size categories were defined in terms of number of entry-level D.A. Investigators, with "small" offices consisting of up to 5 D.A. Investigators, "medium" offices consisting of 6-25 D.A. Investigators and "large" offices over 25 D.A. Investigators. A breakdown of the questionnaire respondents by agency size is shown in Table 2.

TABLE 2: BREAKDOWN BY AGENCY-SIZE CATEGORY OF
JOB ANALYSIS QUESTIONNAIRE RESPONDENTS

<u>Agency Size</u>	<u>QUESTIONNAIRE RESPONDENTS</u>	
	<u>D.A. Investigator</u>	<u>First-Line Supervisor</u>
"Small" (≤ 5)	49	17
"Medium" (6-25)	242	59
"Large" (> 25)	<u>38</u>	<u>28</u>
TOTALS	329	104

Within these size categories "Average Importance" and "Percent Performed" ratings were calculated for each task. Percent Performed values were computed by dichotomizing the D.A. Investigator frequency ratings into "Performed" (scale values of 2 to 9) and "Not Performed" (scale value of 1) categories. Average Importance ratings were derived by computing the simple mean of Importance ratings given by First-Line Supervisors.

Criteria for "Core" Tasks

A statistical decision rule was used to identify those tasks that are performed and are of sufficient importance statewide to be considered part of the "core" job. All tasks found to satisfy the below criteria were considered "core" tasks.

- 1) At least 50% of the job incumbents in each agency-size category performed the task and supervisors in each agency-size category gave the task an average importance rating of at least 2.0 ("of some importance")

or

- 2) The supervisors in each agency-size category gave the task an average importance rating of at least 3.75 (between "important" and "very important").

Comparison of D.A. Investigator Core Tasks With Patrol Officer Core Tasks

A similar decision rule was applied to the results of POST's 1977 analysis of the Patrol Officer job for the purpose of identifying "core" Patrol Officer tasks. Because all of the task statements in the original Patrol Officer Survey were also included in the D.A. Investigator survey, it was possible, by application of the decision rule, to identify those D.A. Investigator core tasks that are also core tasks for Patrol Officers (as well as Patrol Officer core tasks that are not D.A. Investigator core tasks).

JOB ANALYSIS RESULTS

D.A. Investigator Core Tasks

As shown in the last row of Table 3, of the total of 573 tasks in the D.A. Investigator Survey, 259 were found to satisfy the criteria for D.A. Investigator core tasks. The remaining 314 tasks were found to not have statewide applicability.

TABLE 3: D.A. INVESTIGATOR JOB ANALYSIS RESULTS

<u>Source of Task</u>	<u>Total Number of Tasks</u>	<u>D.A. Investigator Core</u>	<u>D.A. Investigator Non-Core</u>
Patrol Officer Survey Core	322 ³	151	171
Patrol Officer Survey Non-Core	117 ³	16	101
D.A. Investigator Survey	<u>134</u>	<u>92</u>	<u>42</u>
TOTALS	573	259	314

³ 322+117=439 tasks which comprised the original Patrol Officer Survey.

D.A. Investigator Core Tasks Versus Patrol Officer Core Tasks

As indicated in the first column of Table 3, 439 of the 573 tasks in the D.A. Investigator survey were from the original Patrol Officer Survey. Of the original 439 Patrol Officer tasks, 322 were found to be core tasks for Patrol Officers. Going from left to right in the first row of Table 3, the results indicate that fewer than 50% of the 322 Patrol Officer core tasks (151) are also core tasks for D.A. Investigators. Furthermore, the results in column 2 show that of the 259 D.A. Investigator core tasks, only slightly more than half (151) are core tasks for Patrol Officers. Thus, the results indicate that the jobs of Patrol Officer and D.A. Investigator are significantly different.

A listing of the core tasks for D.A. Investigators and the core tasks for Patrol Officers appears in Appendix C. A review of the information in Appendix C indicates areas of strong overlap between the D.A. Investigator and Patrol Officer jobs in areas such as "Investigating," "Searching," "Interviewing," "Testifying," "Diagramming/Sketching/Photographing," and "Weapons Handling." There are major differences in other areas such as "First Aid," "Inspecting Property and Persons," "Traffic Control," "Emergency Driving," "Vehicle Stop," and the types of "Incidents" which are handled.

SUMMARY AND CONCLUSIONS

An analysis of the D.A. Investigator job in California was accomplished with the input and cooperation of hundreds of entry-level D.A. Investigators and their Supervisors. By merging information supplied by these professionals with criteria developed for identifying core tasks, POST was able to obtain an objective picture of the D.A. Investigator job.

The job analysis identified 259 tasks as core tasks for D.A. Investigators. Of these 259 D.A. Investigator core tasks, 151 are also core tasks for Patrol Officers (there are a total of 322 Patrol Officer core tasks). Between the two jobs, there is considerable overlap, but there are also important differences. These results, and other implications that can be drawn from the data, will be used for the purpose of establishing appropriate basic training for D.A. Investigators.

SECTION II

INSTRUCTIONS FOR RATING TASKS

The following pages contain tasks that are performed by district attorneys' investigators. The tasks have been sorted into thirty-six major job content areas:

- | | |
|-------------------------------------|-----------------------|
| Arrest and Detain | Giving Directions |
| Chemical, Drug, Alcohol Test | Interviewing |
| Decision Making | Mediating |
| Fingerprinting/Identification | Public Relations |
| First Aid | Using Radio/Telephone |
| Review and Recall of Information | Testifying |
| Inspecting Property and Persons | Training |
| Investigating | Custody Paperwork |
| Line-Up | General Paperwork |
| Searching | Reading |
| Securing/Protecting | Diagramming/Sketching |
| Intelligence Gathering/Surveillance | Writing |
| Traffic Control | Restraining/Subduing |
| Emergency Driving | Physical Performance |
| Transporting People/Objects | Weapons Handling |
| Vehicle Stop | Trial Preparation |
| Conferring | Incidents/Crimes |
| Explaining/Advising | Information Gathering |

Please rate each task on the following pages in terms of the frequency with which you have performed it in the last four months. For example, using the Frequency Scale below, if you "Transport prisoners/inmates" on the average of more than once per day, you would assign the task a Frequency Rating of 9. On the other hand, if you have never "Fired a handgun at a person," you would assign this task a Frequency Rating of 1. If you have performed a task in your agency, but not in the last four months, assign the task a Frequency Rating of 2. If you have never performed a task as a district attorney's investigator, or if you have performed the task only as part of training, assign a Frequency Rating of 1 indicating "I have never done this task in this agency." If a task occurs with a frequency somewhere in between two scale positions (e.g., between Several times a week and Weekly), choose the scale value which is the closer approximation to the actual frequency.

FREQUENCY SCALE

In the last 4 months, I have generally done this task:							I have done this task in this agency but not in the last 4 months	I have never done this task in this agency
More than once per day	Daily	Several times a week	Weekly	Several times a month	Monthly	Less than once per month		
9	8	7	6	5	4	3	2	1

Remember to describe only your own experience. Tasks which you have not performed, but which are generally performed in your agency, will be identified by other district attorneys' investigators in the sample. Therefore, do not be concerned that an important task will be omitted from further consideration if you indicate, "I have never done this task in this agency."

Please do not skip any items, and make sure you rate each task listed in the survey.

SUPERVISORY

SECTION II

INSTRUCTIONS FOR RATING TASKS

The following pages contain tasks that may be performed by district attorneys' investigators. The tasks have been sorted into thirty-six major job content areas:

Arrest and Detain	Giving Directions
Chemical, Drug, Alcohol Test	Interviewing
Decision Making	Mediating
Fingerprinting/Identification	Public Relations
First Aid	Using Radio/Telephone
Review and Recall of Information	Testifying
Inspecting Property and Persons	Training
Investigating	Custody Paperwork
Line-Up	General Paperwork
Searching	Reading
Securing/Protecting	Diagramming/Sketching
Intelligence Gathering/Surveillance	Writing
Traffic Control	Restraining/Subduing
Transporting People/Objects	Physical Performance
Vehicle Stops	Weapons Handling
Conferring	Trial Preparation
Explaining/Advising	Incidents/Crimes
Emergency Driving	Information Gathering

Read each task carefully. Check () the column labeled "Not Performed" if the task is not part of the job of the investigators you supervise (based upon ordinance, law or written procedure). Also, check "Not Performed" if the task is one for which the investigators you supervise are not responsible (even though they might occasionally perform the task).

For the tasks that are performed by the investigators you supervise, you are asked to indicate the following:

- (1) the importance of the task to the district attorney's investigator position (IMPORTANCE Scale), and
- (2) the extent to which it is necessary that a new investigator be able to perform the task prior to his/her assignment (WHEN LEARNED Scale).

The rating scales on the next page are for rating the tasks on these dimensions. An example which illustrates the rating procedure is also included.

DETACH THIS PAGE FROM THE SURVEY WHEN MAKING YOUR RATINGS

RATING SCALES

IMPORTANCE: With reference to the investigators you personally supervise, how important is successful completion of this task to overall job performance:

- (1) Of little importance
- (2) Of some importance
- (3) Important
- (4) Very Important
- (5) Critically important

WHEN LEARNED: To what extent is it necessary that the investigators you supervise be able to perform this task upon initial job assignment?

- (1) Not necessary -- performance of the task can best be learned on the job.
- (2) Some prior training and/or experience is necessary, but full competence to perform the task can be achieved on the job.
- (3) Full competence to perform this task is necessary prior to initial job assignment.

EXAMPLE:

If "Transporting prisoners/inmates" is a very important task, and full competence to perform this task must be achieved prior to initial job assignment, your ratings would be:

	Not Performed	Importance	When Learned
Transport prisoners/inmates.		4	3

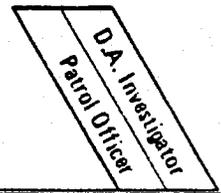
If the task is not routinely performed by the investigators you supervise, you would simply put a (✓) in the column labeled "NOT PERFORMED" and go on to the next item. Please do not skip any item and make sure you provide the rating of "IMPORTANCE" and "WHEN LEARNED" for each task performed in your agency.

JOB ANALYSIS QUESTIONNAIRE RESPONDENTS

<u>Office</u>	<u>D. A. Investigator</u>	<u>First-Line Supervisor</u>
Alameda County	24	7
Amador County	1	0
Butte County	6	1
Calaveras County	1	0
Contra Costa County	5	3
Fresno County	14	0
Glenn County	1	1
Humboldt County	2	2
Inyo County	2	0
Kern County	2	1
Kings County	2	0
Lassen County	1	0
Los Angeles County	38	28
Madera County	1	0
Marin County	4	1
Mariposa County	1	0
Mendocino County	1	0
Merced County	2	1
Monterey County	14	2
Orange County	21	8

<u>Office</u>	<u>D. A. Investigator</u>	<u>First-Line Supervisor</u>
Placer County	1	1
Riverside County	17	2
Sacramento County	21	10
San Bernardino County	10	1
San Diego County	25	8
San Francisco County	23	5
San Joaquin County	16	2
San Luis Obispo County	5	2
San Mateo County	6	2
Santa Barbara County	7	1
Santa Clara County	20	3
Santa Cruz County	3	1
Siskiyou County	2	0
Solano County	3	1
Stanislaus County	6	2
Tehama County	2	1
Trinity County	1	0
Tuolumne County	1	0
Ventura County	12	5
Yolo County	5	2
	<hr/>	<hr/>
TOTAL	329	104

CORE TASKS
FOR
D.A. INVESTIGATORS AND PATROL OFFICERS



<u>ARREST AND DETAIN</u>			
1. Serve arrest warrants.	X	X	
2. Arrest persons without warrant.	X	X	
3. Take into custody person arrested by citizen.	X		
4. Arrest and book traffic law violators.	X		
5. Guard prisoners/inmates detained at facility other than jail (e.g., hospital).	X		
<u>CHEMICAL, DRUG, ALCOHOL TEST</u>			
6. Administer physical roadside sobriety test (drug and/or alcohol).	X		
7. Administer "breathalyzer" test.			
8. Arrange for obtaining blood or urine samples for sobriety tests.	X		
9. Use chemical test kit (e.g., Valtox, Narco-Ban) to test for controlled substances.			
<u>DECISION MAKING</u>			
10. Survey accident scenes to determine priority of required actions.	X		
11. Analyze available information to determine what enforcement action should be taken at accident scenes.			
12. Inquire into incidents to determine whether they are criminal or civil matters.	X	X	
13. Evaluate crime scenes to determine investigative procedures to follow and assistance necessary.	X	X	
14. Analyze and compare cases for similarity of modus operandi.	X	X	
14a. Evaluate complaints and determine most appropriate course of action (refer complainant to other law enforcement agency, investigate complaint, etc.).		X	
14b. Plan investigations using formalized procedures (link analysis, PERT charts, etc.).		X	
<u>FINGERPRINTING/IDENTIFICATION</u>			
15. Fingerprint prisoners and other persons.	X		
16. Dust and lift latent fingerprints.			
17. Make fingerprint comparisons.			

D.A. Investigator
Patrol Officer

<u>FINGERPRINTING/IDENTIFICATION (continued)</u>		
18. Fingerprint persons for non-criminal reasons (e.g., professional licensing).		
<u>FIRST AID</u>		
19. Administer cardio-pulmonary resuscitation.	X	
20. Administer mouth-to-mouth resuscitation.		
21. Operate resuscitator.		
22. Control bleeding (e.g., apply direct pressure).	X	
23. Administer other first aid techniques.	X	
<u>REVIEW AND RECALL OF INFORMATION</u>		
24. Review information to maintain a current knowledge of known criminals and criminal activity in area.	X	X
25. Identify from memory wanted vehicles or persons.	X	X
26. Personally review records and pictures to identify suspects.	X	X
27. Study rap sheets and M.O.'s of suspects.	X	X
28. Review reports and notes to prepare for testimony at hearings or trials.	X	X
29. Review statistics and other compiled information (e.g., to determine areas in need of selective enforcement).	X	
30. Review wanted vehicles bulletins.	X	
31. Review accident statistics for selective enforcement purposes.		
31a. Analyze and reconstruct financial records.		X
<u>INSPECTING PROPERTY AND PERSONS</u>		
32. Examine injured/wounded persons.	X	
33. Physically examine and test doors and windows of dwellings and businesses.	X	
34. Examine suspicious or potentially dangerous objects (e.g., suspicious package).	X	
35. Physically examine abandoned vehicles.	X	

D.A. Investigator
Patrol Officer

<u>INSPECTING PROPERTY AND PERSONS (continued)</u>			
36.	Search unlocked businesses and dwellings for signs of illegal entry (e.g., as part of a follow up investigation.)	X	
37.	Make bar checks.	X	
38.	Check individuals/businesses for compliance with licensing requirements and/or Business and Professions Code (e.g., liquor stores, taverns, solicitors, retail businesses).		
39.	Inspect operator's license.	X	
40.	Inspect vehicle registration.	X	
41.	Inspect VIN.	X	
42.	Inspect vehicle for conformance with Vehicle Code.		
43.	Sign off equipment violations.		
44.	Inspect and/or operate equipment (lights, brakes, steering, tires, etc.) of accident vehicles to determine operating condition.		
45.	Inspect and measure skid marks and other marks on roadway as part of accident investigation.		
46.	Inspect damage to vehicles or property.	X	
47.	Examine dead bodies for wounds and injuries to determine nature and cause of death.	X	
48.	Examine bodies of deceased (for personal property, signs of post-mortem lividity, etc.).	X	
49.	At request of owners, inspect businesses and dwellings for adequate security devices.	X	
<u>INVESTIGATING</u>			
50.	Do preliminary (initial, at the scene) investigations.	X	X
51.	Do follow-up investigations to completion.	X	X
52.	Personally conduct background investigations on applicants for positions.		
53.	Investigate formal citizens' complaints against peace officers.		X
<u>LINE-UP</u>			
54.	Organize and conduct photo line-ups.		X
55.	Organize and conduct line-ups.		

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Patrol Officer

<u>SEARCHING</u>		
56. Participate in large scale area search parties for persons or evidence.	X	X
57. Pat search suspects.	X	X
58. Search prisoner clothing.	X	X
59. Physically search vehicles for contraband or evidence.	X	X
60. Search for missing, lost, or wanted persons.	X	X
61. Personally search buildings, properties, and vehicles to locate bombs and/or explosives.	X	
62. Search home, business, or other structure for contraband, criminal activity, or wanted subject (with or without warrant).	X	X
63. Search fire debris or burned buildings to uncover bodies and evidence relating to the cause of the fire and/or explosion.		
64. Attempt to locate witnesses to crimes or accidents (e.g., talk to bystanders, knock on doors).	X	X
65. Search property of deceased for personal papers or valuables.	X	
66. Make preliminary identification of deceased persons.	X	
67. Search accident or crime scenes for physical evidence.	X	X
68. Collect and examine evidence and personal property from crime or accident scenes.	X	X
69. Conduct periodic searches of prisoners/inmates and their quarters.		
70. Serve or assist in serving search warrants.	X	X
70a. Locate children in custody disputes.		
<u>SECURING/PROTECTING</u>		
71. Protect accident or crime scene.	X	
72. Preserve evidence and personal property.	X	X
73. Secure vehicle by removing keys, locking doors, etc.	X	
74. Secure house or property.	X	
74a. Provide security for the courtroom, District Attorney's office, etc.		X

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<u>INTELLIGENCE GATHERING/SURVEILLANCE</u>			
75.	Operate assigned observation post to apprehend criminal suspect (e.g., stakeout).	X	X
76.	Follow suspicious vehicles (e.g., suspect, suspicious person).	X	X
77.	Patrol locations in an assigned area which are potentially physically hazardous to citizens (e.g., construction site, attractive nuisance).	X	
78.	Monitor driver observance of traffic control devices from stationary position.		
79.	Monitor pedestrian observance of traffic control devices from stationary position.		
80.	Clock speed of vehicles using speedometer.	X	
81.	Visually estimate speed of vehicles.	X	
82.	Estimate driver's capability to operate vehicle due to old age, emotional state, physical stature, handicap or substance abuse (preparatory to chemical or roadside sobriety test).	X	
83.	Organize or participate in formal or informal surveillance of individuals or locations.	X	X
84.	Serve as bodyguard to threatened persons (e.g., material witnesses).		X
34a.	Participate in undercover activities (work undercover).		X
84b.	Cultivate informants.		X
84c.	Operate video or audio recording equipment as part of surveillance (cameras, tape recorders, etc.).		X
84d.	"Mark" property for identification purposes.		X
<u>TRAFFIC CONTROL</u>			
85.	Direct traffic using hand or flashlight signals or illuminated baton.	X	
86.	Direct traffic using flare or traffic cone patterns.	X	
87.	Direct traffic using barriers (including positioning of patrol cars).	X	
88.	Control traffic signals manually.		
<u>EMERGENCY DRIVING</u>			
89.	Deliver emergency supplies and equipment.	X	
90.	Engage in high speed pursuit driving on open road.	X	

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<u>EMERGENCY DRIVING (continued)</u>			
91. Engage in high speed pursuit driving in congested area.	X		
92. Engage in high speed response to call on open road.	X		
93. Engage in high speed response to call in congested area.	X		
94. Respond as back-up unit on crimes in progress (either own or other agency).	X		
95. Transport injured persons.	X		
96. Provide emergency assistance to the public by driving persons from one location to another.			
97. Escort emergency vehicles.			
<u>TRANSPORTING PEOPLE/OBJECTS</u>			
98. Transport prisoners/inmates.	X	X	
99. Transport persons taken into custody to afford an opportunity to post bond in lieu of incarceration.	X		
100. Deliver agency and inter-agency papers.			X
101. Transport property and/or evidence.	X	X	
102. Pick up children to place in custody (with or without court order).	X		
103. Transport money or valuables.	X	X	
104. Transport mental patients.	X		
104a. Transport witnesses to and from legal proceedings.			X
<u>VEHICLE STOP</u>			
105. Respond as back-up on traffic stops (either own or other agency).	X		
106. Make vehicle stops to effect felony arrests.	X		
107. Make suspected or suspicious person vehicle stops.	X		
108. Make traffic stops for Vehicle Code violations.	X		

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<u>CONFERRING</u>			
109.	Attend in-service and outside conferences and seminars.	X	X
110.	Request investigative assistance (e.g., detectives, crime lab, other peace officers, tracking dogs, scuba divers, etc.).	X	X
111.	Present suspects to victims or witnesses for purposes of identification.	X	X
112.	Personally present facts of cases to juvenile probation officers.	X	
114.	Discuss cases with prosecutors following legal proceedings.	X	X
115.	Participate in meetings with other peace officers (e.g., briefings, departmental staff meetings).	X	X
116.	Communicate with supervisor(s) during shift (e.g., to receive direction, seek advise, etc.).	X	X
117.	Communicate information on an informal basis to other law enforcement officials.	X	X
118.	Confer with physicians regarding medical condition of prisoners/inmates.	X	X
119.	Review accidents with accident investigators.		
119a.	Consult with criminologists and other experts as part of investigation.		X
119b.	Request information from other law enforcement agencies (by phone, teletype, etc).		X
<u>EXPLAINING/ADVISING</u>			
120.	Counsel juveniles and children both formally and informally.	X	
121.	Conduct parent-juvenile conferences (e.g., summary hearing).	X	
122.	Advise persons of rights (per Miranda or 13353 VC).	X	X
123.	Explain to onlookers the reason for taking arrest action.	X	
124.	Reprimand offenders in lieu of arrest or citation.	X	
125.	Explain alternative courses of action to suspects, complainants, victims, etc.	X	X
126.	Explain nature of complaints to offenders.	X	X
127.	Advise victims of the criminal process.	X	X
128.	Advise appropriate agency of traffic engineering needs.	X	
129.	Explain state vehicle laws and procedures to citizens.	X	
130.	Explain legal obligations to operators stopped for traffic law violations.	X	

D.A. Investigator
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<u>EXPLAINING/ADVISING (continued)</u>			
131.	Advise persons involved in an accident of information to get from one another.	X	
132.	Talk with families of juvenile suspects or defendants (advise, inform, notify, counsel).	X	X
133.	Talk with families of adult suspects or defendants (advise, inform, notify, counsel).	X	X
134.	Brief prisoners/inmates as to detention facility rules of conduct.		
135.	Discipline prisoners/inmates.		
136.	Explain recruitment policies to interested individuals and community groups.	X	
136a.	Inform parents of civil procedures in child custody cases.		X
136b.	Advise victims of violent crimes of procedures to file claim for remuneration.		X
136c.	Conduct citation hearings.		
136d.	Provide information to federal, state and local law enforcement agencies (inform agencies of progress of cases, respond to inquiries about subjects under investigation, etc.).		X
136e.	Provide technical investigative assistance to other law enforcement agencies.		X
136f.	Provide judge/probation department with background information on guilty party prior to sentencing.		X
<u>GIVING DIRECTIONS</u>			
137.	Give directions to assisting peace officer(s) (e.g., at crime or accident scene).	X	X
138.	Give directions to other public service personnel (e.g., at crime or accident scene).	X	
139.	Coordinate tactical operation (e.g., set up a perimeter, set up a command post, develop a search plan).		
140.	Participate in pre-planned raids.	X	X
141.	Call on bystanders to assist in apprehension.		
142.	Direct citizens to assist in traffic control in an emergency.	X	
143.	Coordinate activities at scenes of accident investigations.	X	
144.	Coordinate investigations with other law enforcement agencies.	X	X
145.	Evacuate buildings and/or areas to remove persons from danger.	X	

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<u>INTERVIEWING</u>		
146. Approach and interview pedestrians.	X	X
147. Interview suspicious persons.	X	X
148. Interview tow truck operators, mechanics, etc., to obtain specific information concerning vehicle damages.		
149. Interview complainants, witnesses, victims, etc.	X	X
150. Request witnesses to submit written statements.	X	X
151. Interrogate suspects.	X	X
152. Talk to informants to obtain information.	X	X
153. Interview doctors, ambulance personnel, etc., to obtain specific information concerning injuries and illnesses.	X	X
154. Interview prisoners/inmates to obtain personal information for booking purposes.	X	X
155. Question and examine prisoners/inmates concerning injuries.	X	
156. Take citizens' formal complaints against peace officers and/or agency (either in person or by telephone).		X
156a. After trial, interview jurors to determine what influenced their verdict.		
156b. Conduct polygraph examinations.		
<u>MEDIATING</u>		
157. Talk with leaders of demonstrations.		
158. Confront hostile groups (e.g., demonstrators, rioters, bar patrons).	X	
159. Mediate family disputes.	X	
160. Mediate civil disputes.	X	
161. Keep peace in organized labor disputes.		
162. Control non-violent crowds, groups of spectators, etc.	X	
162a. Negotiate child support agreements.		

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<u>PUBLIC RELATIONS</u>			
163.	Initiate contact with appropriate public agencies (e.g., telephone company, etc.) to report damage to equipment.	X	
164.	Notify private citizens of damage to their property as a result of accident, natural disaster, etc.	X	
165.	Personally deliver death messages.	X	
166.	Personally deliver miscellaneous emergency messages to citizens.	X	
167.	Refer persons to other service agencies.	X	X
168.	Provide street directions.	X	X
169.	Advise property owners or agents of potentially hazardous conditions (e.g., damaged fences, broken water pipes).	X	
170.	Notify owners of towed vehicles of location and procedure to follow to reclaim vehicles.		
171.	Inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time).		
172.	Inform motorists of procedures for reporting accident to proper authorities.	X	
173.	Talk with people on the beat/in the community to obtain general information.	X	X
174.	Talk with people on the beat/in the community to establish rapport.	X	X
175.	Talk with people on the beat/in the community to provide information about the law enforcement agency.	X	X
176.	Meet with and make presentations to community groups.	X	
177.	Provide information to news media for dissemination.		
178.	Request help from news media in crime prevention or solving.		
179.	Help citizens form neighborhood watch groups.		
180.	Arrange for professional assistance for offenders not in custody regarding personal problems.		
181.	Instruct members of the community on self-defense.		
182.	Instruct persons of proper methods to eliminate fire hazards or explosives.	X	
183.	Instruct members of the community on crime prevention.	X	
<u>USING RADIO/TELEPHONE</u>			
184.	Transmit messages over radio (e.g., automobile transceiver, handpack, base station radio).	X	X
185.	Arrange for removal of abandoned, disabled, or impounded vehicles.	X	

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<u>USING RADIO/TELEPHONE</u> (continued)			
186.	Request verification of out-of-county and out-of-state warrants before service.	X	X
187.	Request back-up assistance in potentially hazardous or emergency situations.	X	X
188.	Request records checks.	X	X
189.	Contact various sources (e.g., employers, utility companies, schools), over the telephone or by mail, to locate persons.	X	X
190.	Receive in-coming calls from the public.	X	X
191.	Dispatch peace officers to calls.	X	
192.	Operate telephone console or switchboard.	X	
193.	Dictate in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).		X
193a.	Record statements of victims, witnesses, etc. (using tape recorder, videotape recorder, etc.).		X
<u>TESTIFYING</u>			
194.	Appear to testify at legal proceedings.	X	X
195.	Testify at legal proceedings (criminal or civil).	X	X
195a.	Testify at administrative hearings (parole hearings, probation hearings, rehabilitation and pardon hearings, etc.).		
<u>TRAINING</u>			
196.	Provide on-the-job training to other peace officers.		
197.	Provide on-the-job training to recruit and/or reserve peace officers.	X	
198.	Provide on-the-job training to cadets and/or civilians.		
199.	Provide classroom instruction to other peace officers, recruits, reserves, cadets and/or civilians.		
200.	Evaluate other peace officers (e.g., probationary peace officers or trainees).	X	
<u>CUSTODY PAPERWORK</u>			
201.	Collect and inventory prisoners'/inmates' personal property.	X	
202.	Log prisoners'/inmates' phone calls on formal custody log.		

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<u>CUSTODY PAPERWORK</u> (continued)			
203.	Log prisoners'/inmates' injuries on formal custody log.		
204.	Prepare or obtain meals for prisoners/inmates.		
205.	Distribute cleaning implements and personal hygiene supplies to prisoners/inmates.		
206.	Process prisoners/inmates for release from custody.		
207.	Maintain roster of current prisoners/inmates.		
208.	Coordinate prisoners'/inmates' contact with legal counsel, bondsmen and other visitors.		
209.	Distribute prescribed medication to prisoners/inmates.		
210.	Review documents of arrest before accepting subjects into detention center.		
<u>GENERAL PAPERWORK</u>			
211.	Book evidence and personal property.	X	X
212.	Prepare information for federal, state, and local law enforcement officials and agencies.	X	X
213.	Develop work schedules for other peace officers (including special assignments).		
214.	Issue equipment.		
215.	Control access to records (arrest records, case files, etc.).		
216.	Order supplies and equipment.		
217.	Personally file documents in records systems (e.g., fingerprint cards, correspondence, criminal reports, vehicle reports).		
218.	Personally retrieve documents from records systems.	X	X
219.	Prepare documents for filing (i.e., label, alphabetize, place in chronological order, etc.).		X
220.	Maintain inventory lists (e.g., agency equipment and property).		
221.	Maintain inventory logs (e.g., evidence, recovered property).		
222.	Purge reports from records systems.		
223.	Maintain agency records of warrants served.		
224.	Prepare accident statistical data for DMV, CHP, internal records.		
225.	Prepare list of known criminals and/or wanted persons for own or agency use.	X	

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<u>GENERAL PAPERWORK</u> (continued)			
226.	Restock emergency supplies in law enforcement vehicles (e.g., flares, first aid supplies, etc.).	X	
227.	Review writs and bail bonds.		
228.	Review warrants for completeness and accuracy.	X	X
229.	Review return of civil process papers for completeness and accuracy.		
230.	Review extensive lists (e.g., to locate names, serial numbers, phone numbers).	X	X
231.	Arrange for appearance of witnesses (excluding subpoena service).		X
232.	Accept warrant bail on the street.		
233.	Collect fines.		
234.	Collect bail.		
234a.	Accept restitution.		
234b.	Serve civil process.		X
234c.	Serve summons.		X
<u>READING</u>			
236.	Review crime lab reports.	X	X
237.	Read in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	X
238.	Read reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports).	X	X
239.	Read reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports).	X	X
240.	Read street maps.	X	X
241.	Read incoming correspondence.	X	X
242.	Read interoffice memos.	X	X
243.	Read agency procedural manuals.	X	X
244.	Read weather forecasts and/or bulletins.		X
245.	Read case law.	X	X
246.	Read legal interpretations (e.g., California Attorney General's Opinions, county counsel opinions).	X	X

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<u>READING</u> (continued)			
247.	Read legal transcripts.	X	X
248.	Read teletype messages.	X	X
249.	Read training bulletins.	X	X
250.	Read and interpret coded material (e.g., NCIC printout, DMV driver's records).	X	X
251.	Read state, federal and local statutes.	X	X
Read sections from the following (except in preparation for academy or promotional examinations):			
252.	Alcoholic Beverage Control Act	X	X
253.	Professional law enforcement publications (e.g., <u>Police Chief</u> , <u>FBI Law Enforcement Bulletin</u>)	X	X
254.	Business and Professions Code	X	X
255.	Administrative Code		X
256.	Evidence Code	X	X
257.	Vehicle Code	X	X
258.	Civil Code	X	X
259.	Government Code	X	X
260.	Health and Safety Code	X	X
261.	Penal Code	X	X
262.	U. S. Code		
263.	U. S. Constitution	X	X
264.	Welfare and Institutions Code	X	X
265.	Municipal Code		X
266.	County Ordinances	X	X
267.	Fish and Game Code		
267a.	Code of Civil Procedures		X
267b.	Harbor and Navigations Code		

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<u>READING</u> (continued)			
267c.	Military and Veterans Code		
<u>DIAGRAMMING/SKETCHING/PHOTOGRAPHING</u>			
268.	Sketch accident scenes.		
269.	Diagram accident scenes to scale.		
270.	Sketch crime scenes.	X	X
271.	Diagram layouts of interior designs of buildings.	X	X
272.	Take coordinate measurements of accident scenes.		
273.	Estimate vehicle speed using physical evidence and mathematical formulas or graphs.		
274.	Perform simple mathematical calculations (add, subtract, multiply, divide).	X	X
274a.	Photograph crime scenes.		X
<u>WRITING</u>			
275.	Issue citations for non-traffic offenses.	X	
276.	Request that DMV re-administer driver's test to persons currently licensed.		
277.	Issue Vehicle Code citations.	X	
278.	Issue warning tickets (for equipment, moving, or parking violations).		
279.	Issue parking citations.		
280.	Summarize in writing statements of suspects, victims, witnesses, complainants, etc.	X	X
281.	Record formal confessions in writing.	X	X
282.	Fill out surveys.		X
283.	Write evaluations of training received.	X	X
284.	Prepare lesson plans.		
285.	Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	X
286.	Write reports consisting of several short descriptive phrases, sentence fragments or very short sentences (e.g., incident reports).	X	X

D.A. Investigator
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<u>WRITING (continued)</u>			
287.	Complete reports and/or forms consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports).	X	X
288.	Take notes.	X	X
289.	Write news releases.		
290.	Write interoffice memos.	X	X
291.	Write letters or other correspondence as part of the job.	X	X
292.	Prepare misdemeanor court complaint forms.		
293.	Prepare felony court complaint forms.		
294.	Prepare paperwork for process service (e.g., subpoena).		X
295.	Make entries in activity log, assigned area log, daily report or agency records.	X	X
296.	Record and communicate descriptions of persons (e.g., suspects, missing persons).	X	X
297.	Prepare/obtain search warrants.		X
297a.	Prepare/obtain arrest warrants.		X
297b.	Take depositions.		
297c.	Prepare promisory notes (repayment agreements).		
297d.	Take dying declarations.		
297e.	Prepare written requests for indictments through the Grand Jury process.		
<u>RESTRAINING/SUBDUING</u>			
298.	Handcuff suspects or prisoners.	X	X
299.	Use restraining devices other than handcuffs (e.g., leg irons, straps, waist chains).	X	
300.	Using baton, subdue resisting persons.	X	
301.	Using baton, subdue attacking persons.	X	
302.	Subdue resisting persons using locks, grips, or holds (do not include mechanical devices).	X	
303.	Subdue attacking persons using locks, grips, or holds (do not include mechanical devices).	X	
304.	Resort to use of hands or feet in self-defense.	X	

D.A. Investigator
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<u>PHYSICAL PERFORMANCE</u>			
305.	Pursue on foot fleeing suspects.	X	
306.	Lift heavy objects (e.g., disabled person or equipment).	X	X
307.	Carry heavy objects (e.g., disabled person or equipment).	X	X
308.	Drag heavy objects (e.g., disabled person or equipment).	X	X
309.	Push hard-to-move objects by hand (e.g., disabled or abandoned vehicle).		X
310.	Swim or tread water to retrieve bodies, evidence, save one's life, etc.		
311.	Climb through openings (e.g., windows).	X	
312.	Climb over obstacles (e.g., walls).	X	
313.	Jump over obstacles.	X	
314.	Crawl in confined areas (e.g., attics).	X	
315.	Balance oneself on uneven or narrow surfaces.	X	
316.	Jump down from elevated surfaces.	X	
317.	Pull oneself up over obstacles.	X	
318.	Use body force to gain entrance through barriers (e.g., locked doors).	X	
319.	Jump across ditches, streams, etc.	X	
320.	Climb up to elevated surfaces (e.g., roof).	X	
<u>WEAPONS HANDLING</u>			
321.	Draw firearm.	X	X
322.	Fire warning shots with handgun or rifle.		
323.	Fire handgun at person.	X	
324.	Fire rifle at person.	X	X
325.	Fire shotgun at person.	X	
326.	Discharge firearm at badly injured, dangerous or rabid animals.		
327.	Qualify and/or engage in required practice of operation of firearms and other weapons.	X	X

D.A. Investigator
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WEAPONS HANDLING (continued)			
328.	Clean and service weapons.	X	X
329.	Fire automatic weapon such as machine gun or machine pistol (excluding training).		
<u>TRIAL PREPARATION</u>			
329a.	Review case file and determine what actions need to be taken to prepare case for trial.		X
329b.	Talk to supervisors, prosecutors, witnesses, victims, etc., to review facts of cases to ensure proper pre-trial preparation.	X	X
329c.	Receive and carry out specific instructions from prosecuting attorney regarding investigative activities to be carried out.		X
329d.	Discuss investigative findings and make recommendations to prosecuting attorney (who should testify, whether case should be dropped, etc.).		X
329e.	Request legal advice from prosecuting attorney.		X
329f.	Investigate backgrounds of witnesses/victims.		X
329g.	Locate reluctant/hostile/missing witnesses.		X
329h.	Encourage reluctant witnesses/victims to testify.		X
329i.	Schedule appearances of witnesses/victims.		X
329j.	Arrange for travel and lodging of witnesses.		X
329k.	Make arrangements for presentation of evidence at trial (under subpoena).		X
329l.	Prepare charts, diagrams and other exhibits for presentation at trial.		X
329m.	Issue subpoenas.		X
329n.	Serve subpoenas.	X	X
<u>INCIDENTS/CRIMES</u>			
Conduct either initial or follow-up investigations of the following incidents/crimes:			
330.	Bicycle theft	X	
331.	Burglary	X	X
332.	Grand theft (excluding auto)	X	X
333.	Motor vehicle theft	X	X
334.	Petty theft	X	

D.A. Investigator
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<u>INCIDENTS/CRIMES</u> (continued)			
Conduct either initial or follow-up investigations of the following incidents/crimes:			
335.	Receiving stolen property	X	X
336.	Joy riding (499b PC)	X	
337.	Bad check	X	X
338.	Conspiracy	X	X
339.	Credit card theft or misuse	X	X
340.	Defrauding an innkeeper	X	
341.	Embezzlement	X	X
342.	Extortion		X
343.	Forgery	X	X
344.	Impersonating a peace officer or other official		
345.	Pass or attempt to pass counterfeit money		
346.	Assault (felonious)	X	X
347.	Assault and battery	X	X
348.	Assault with intent to commit rape or other felony	X	X
349.	Attempted murder	X	X
350.	Homicide	X	X
351.	Rape	X	X
352.	Sex crime (other than rape, prostitution, or indecent exposure)	X	X
353.	Neglected or abused children	X	X
354.	Robbery - armed	X	X
355.	Robbery - strong arm	X	X
356.	Child stealing	X	X
357.	Kidnapping	X	X
358.	Lost child	X	

D.A. Investigator
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INCIDENTS/CRIMES (continued)			
Conduct either initial or follow-up investigations of the following incidents/crimes:			
359.	Missing person	X	
360.	Hit and run	X	
361.	Reckless driving	X	
362.	Traffic accident	X	
363.	Racing/speeding motor vehicle	X	
364.	Drunk driver	X	
365.	Liquor law violations (ABC violations)	X	
366.	Narcotic or drug offense	X	X
367.	Abandoned vehicle		
368.	Abandoned house or building		
369.	Suspicious person/vehicle	X	
370.	Suspicious object	X	
371.	Dead body (excluding homicide)	X	
372.	Desertion or AWOL from military	X	
373.	Illegal alien		
374.	Parole or probation violation	X	X
375.	Dangerous animal	X	
376.	Downed wires	X	
377.	Ruptured water or gas line	X	
378.	Traffic hazard	X	
379.	Malfunctioning traffic control device	X	
380.	Other public safety and/or health hazard.	X	
381.	Situation requiring traffic control	X	
382.	Fire	X	

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<u>INCIDENTS/CRIMES</u> (continued)			
Conduct either initial or follow-up investigations of the following incidents/crimes:			
383.	Capture dangerous/injured animals		
384.	Brandishing weapon	X	X
385.	Concealed or loaded weapon	X	X
386.	Discharge of a firearm	X	
387.	Illegal weapons (e.g., brass knuckles, switchblade knives)	X	X
388.	Bomb threat	X	
389.	Fugitive reported to be at a location	X	
390.	Jail/prison break	X	
391.	Riot	X	
392.	Unlawful possession or use of explosives		
393.	Peace officer request for assistance	X	X
394.	Activated alarm	X	
395.	Begging		
396.	Contributing to delinquency of a minor	X	
397.	Cruelty to animals	X	
398.	Indecent exposure	X	
399.	Littering		
400.	Loitering	X	
401.	Malicious mischief	X	
402.	Obscene or threatening phone calls	X	
403.	Public nuisance	X	
404.	Throwing or launching objects at moving vehicles.	X	
405.	Trespassing	X	
406.	Prostitution		

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INCIDENTS/CRIMES (continued)			
Conduct either initial or follow-up investigations of the following incidents/crimes:			
407.	Prowling	X	
408.	Disturbing the peace - customer	X	
409.	Disturbing the peace - family	X	
410.	Disturbing the peace - fight	X	
411.	Disturbing the peace - juveniles	X	
412.	Disturbing the peace - landlord/tenant	X	
413.	Disturbing the peace - neighbor	X	
414.	Disturbing the peace - noise (e.g., music, barking dog)	X	
415.	Disturbing the peace - party	X	
416.	Disturbing the peace - other (e.g., harassment, challenging to fight)	X	
417.	Repossession dispute	X	
418.	Labor/management dispute		
419.	Keep the peace	X	
420.	Drunk in public	X	
421.	Incorrigible juvenile	X	
422.	Mental illness	X	
423.	Attempted suicide	X	
424.	Drug overdose	X	
425.	Other medical emergencies	X	
426.	Citizen locked out of building or vehicle		
427.	Complaint regarding city or county service	X	
428.	Concerned party request for check on welfare of citizen	X	
429.	Invalid or elderly person needing assistance	X	
430.	Other public agencies needing assistance (e.g., police or sheriff's department, probation department, etc.)	X	X

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<u>INCIDENTS/CRIMES</u> (continued)			
Conduct either initial or follow-up investigations of the following incidents/crimes:			
431.	Stranded motorist (start stalled vehicles, change tires, obtain gasoline, gain entrance to locked vehicles, etc.)		
432.	Found property	X	
433.	Animal control violation		
434.	Business or peddler license violation		
435.	False fire alarm	X	
436.	Fireworks violation		
437.	Parking violation		
438.	Postal law violation		
439.	Gambling		
439a.	Building code violations		
439b.	Fishing/hunting violations		
439c.	Officer involved shootings		X
439d.	Officer involved crimes		X
439e.	Consumer fraud (real property transactions, securities/investments, unfair business practices, computer fraud, etc.)		X
439f.	Insurance fraud		
439g.	Welfare fraud		X
439h.	Failure to provide child support		X
439i.	Arson		
439j.	Vehicular manslaughter		
439k.	Election violations		
439l.	Theft of public funds		X
439m.	Misconduct of public officials/employees		X
439n.	Perjury		X
439o.	Conservatorship theft		

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<u>INCIDENTS/CRIMES (continued)</u>		
Conduct either initial or follow-up investigations of the following incidents/crimes:		
439p. Bookmaking		
439q. Gang activities		
439r. Organized crime		
<u>INFORMATION GATHERING</u>		
Obtain investigative information from the following sources:		
440. Ambulance Reports		
441. Assessor Records		X
442. Autopsy Protocols		X
443. Bank/Credit Union Records		X
444. Bonding Company Records		
445. Bureau of Vital Statistics		X
446. City/County License Files		X
447. City Directories		X
448. Coroner's Reports		X
449. County Auditor Records		X
450. County Clerk's Records (Fictitious Business Names, Civil and Criminal Filings, Incorporation Records, Probate/Superior Court Records, Conservatorship Records, etc.).		X
451. County Corporate Records		
452. County Jail Records		X
453. County Department of Public Works Records		X
454. County Probation Department Records		X
455. County Recorder's Office Files		X
456. Credit Bureau Records		X

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<u>INFORMATION GATHERING</u> (continued)		
Obtain investigative information from the following sources:		
457. State Department of Motor Vehicles Records		X
458. Doctors' Records		X
459. Employment Records		X
460. FBI Records		X
461. Federal Aviation Agency Records		
462. Federal Communications Commission		
463. Fire Inspector Reports		
464. Health Department Records		X
465. Hospital Records		X
466. Informants		X
467. Insurance Company Records		X
468. Justice Court Records		X
469. Military Records (including Veterans Administration, Service Branches)		X
470. Municipal Court Records		X
471. Newspapers		X
472. Newspaper Morque		X
473. Paramedic/Rescue Reports		
474. Police/Sheriff Reports		X
475. Post Office Records		X
476. Public Libraries		X
477. Public Utility Company Records		X
478. Radio/Television Archives		X
479. School and College Records		X
480. Securities and Exchange Commission Records		

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INFORMATION GATHERING (continued)		
Obtain investigative information from the following sources:		
481. Selective Services Records		
482. Secretary of State (California)		X
483. Social Security Administration Records		X
484. State Department of Corporations Records		X
485. Street/Building Department Records		X
486. State Controller		
487. State Department of Agriculture (cattle brand registrations, weights and measures, etc.)		
488. State Department of Industrial Relations (Immigration and Housing, Industrial Welfare, etc.)		
489. State Department of Justice Records (Law Enforcement Division, Enforcement and Investigations Bureau, etc.)		X
490. State Department of Natural Resources (Mining Bureau, Fish and Game, Forestry, etc.)		
491. State Professional Licensing/Certification Boards		X
492. State Board of Equalization		X
493. State Department of Alcoholic Beverage Control		X
494. State Worker's Compensation Records		X
495. Tax Collector Records		X
496. Telephone Directories		X
497. Transportation and Delivery Company Records (Telegraph, Taxi Cab Companies, Moving Companies, Auto Rental Companies, etc.)		X
498. Unemployment Compensation Records		X
499. U. S. Immigration and Naturalization Service		X
500. U. S. Treasury Department (U. S. Customs Bureau, Secret Service, Narcotics Bureau, etc.)		X
501. U. S. State Department		
502. U. S. Maritime Commission		
503. Division of Investigations, U. S. Department of Interior		
504. Division of Investigations, U. S. Department of Agriculture		

