

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

624



FROM: Human Resources Department

SUBMITTAL DATE:  
December 30, 2009

SUBJECT: Classification and Compensation recommendation for the Sheriff's Department; and amend Ordinance 440 pursuant to Resolution No. 440-8829 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendations and amend Ordinance No. 440 pursuant to Resolution 440-8829.

BACKGROUND: The Sheriff's Department, in collaboration with the Riverside Sheriffs' Association (RSA), has agreed to create a Career Investigator Program to promote career growth for the Sheriff's Investigator classification. The goal of the program is to provide Peace Officers an incentive to become Investigators prior to competing for supervisory positions, to obtain advancement for demonstrated career-oriented criminal investigation expertise, and to provide a retention incentive that will assist the Sheriff in maintaining a skilled and experienced investigative staff. Since this request is only to add new classifications, there is no salary impact at this time.

Barbara A. Olivier, Assistant Director for  
Ronald W. Komers  
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL  
DATA

Current F.Y. Total Cost: \$ 0  
Current F.Y. Net County Cost: \$ 0  
Annual Net County Cost: \$ 0

In Current Year Budget: N/A  
Budget Adjustment: N/A  
For Fiscal Year: 2009/10

SOURCE OF FUNDS: N/A

Positions To Be Deleted Per A-30 ☐  
Requires 4/5 Vote ☐

C.E.O. RECOMMENDATION:

APPROVE

BY:

Karen L. Johnson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-8829 is adopted as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: January 12, 2010  
XC: HR, Sheriff

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.:

District:

Agenda Number:

3.10

Dep't Recomm.: ☐ Consent ☐ Policy ☒  
Per Exec. Ofc.: ☐ Consent ☐ Policy ☒

Departmental Concurrence

**BACKGROUND continued:**

**CLASSIFICATION ADDITION: Sheriff's Department**

Human Resources recommends the creation of the following classifications in accordance with the newly-created Career Investigator Program (CIP). These classifications were established in order to create a career ladder for Sheriff's Investigators.

The classifications with the "A" designation are for those employees who have earned their Intermediate P.O.S.T. Certificate. The classifications with the "B" designation are for those employees who have earned their Advanced P.O.S.T. Certificate.

Sheriff's Investigator I: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 181 L12 (\$62,034 - \$83,301). This is the probationary entry-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Basic P.O.S.T. Certificate. Incumbents are expected to transition to the Sheriff's Investigator II classification after they complete their six-month probationary period. Incumbents that do not successfully pass probation will be returned to their former classification. The class specification is attached.

Sheriff's Investigator I A: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 193 L12 (\$65,756 - \$88,299). This is the probationary entry-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Intermediate P.O.S.T. Certificate. Incumbents are expected to transition to the Sheriff's Investigator II classification after they complete their six-month probationary period. Incumbents that do not successfully pass probation will be returned to their former classification. The class specification is attached.

Sheriff's Investigator I B: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 199 L12 (\$68,857 - \$92,464). This is the probationary entry-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Advanced P.O.S.T. Certificate. Incumbents are expected to transition to the Sheriff's Investigator II classification after they complete their six-month probationary period. Incumbents that do not successfully pass probation will be returned to their former classification. The class specification is attached.

Sheriff's Investigator II: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 181 L12 (\$62,034 - \$83,301). This is the first career or journey-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Basic P.O.S.T. Certificate. The class specification is attached.

Sheriff's Investigator II A: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 193 L12 (\$65,756 - \$88,299). This is the first career or journey-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Intermediate P.O.S.T. Certificate. The class specification is attached.

Sheriff's Investigator II B: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 199 L12 (\$68,857 - \$92,464). This is the first career or journey-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Advanced P.O.S.T. Certificate. The class specification is attached.

Sheriff's Lead Investigator III A: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 203 L13 (\$69,019 - \$95,161). This is the specialist and mentor-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Intermediate P.O.S.T. Certificate. Please note an additional step has been added to the pay grade pursuant to the side letter (Attachment "A") between RSA and the County of Riverside. The side letter and the class specification are attached.

Sheriff's Lead Investigator III B: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 206 L13 (\$72,275 - \$99,650). This is the specialist and mentor-level class of criminal investigator in the Sheriff's Department. Incumbents must possess their Advanced P.O.S.T. Certificate. Please note an additional step has been added to the pay grade pursuant to the side letter between RSA and the County of Riverside. The side letter and the class specification are attached.

Sheriff's Master Investigator IV B: It is recommended that this classification be added to the Class and Salary Listing at salary plan/grade RSA 221 L12 (\$79,868 - \$107,216). This is the lead class of criminal investigator in the Sheriff's Department. Incumbents must possess their Advanced P.O.S.T. Certificate. The class specification is attached.

Employees assigned to the classification of Sheriff's Investigator I (I, I A, or I B) who have successfully completed the six-month probationary period and have received at least a "meets standard" evaluation shall automatically advance to the rank of Sheriff's Investigator II (II, II A, or II B) effective the first pay period following departmental verification that the employee has completed these requirements. As the employee will remain on the same pay scale, there shall be no promotional pay increase. The transition to the Sheriff's Investigator II classification will be accompanied by the six-month probationary salary increase related to the initial promotion into the Sheriff's Investigator I classification. This is not a promotion. The employee will receive their usual anniversary salary increase in accordance with the provisions of the MOU. An internal candidate who fails to complete the probationary period will be returned to the position they promoted from in accordance with the terms of the MOU.

Employees assigned to the classification of Sheriff's Investigator II (II, II A or II B) may advance to the Sheriff's Lead Investigator III (III A or III B) as long as they have completed three years as a Sheriff's Investigator II; have completed 15 semester or 22 quarter units at an accredited college or university; have possession of their Intermediate or Advanced P.O.S.T. Certificate; have completed the Field Operations Training program; have completed the CORE investigative training courses designated by the department (120 hours); have completed the post-CORE training courses designated by the department from the department approved training matrix (120 hours); have received at least a "meets standard" evaluation in their last two most recent annual performance evaluations while holding the rank of Sheriff's Investigator II; have completed the two required departmental benchmarks and two of the six elective benchmarks; and have successfully completed the automated career investigator test proctored by the Human Resources Department.

Employees assigned to the classification of Sheriff's Lead Investigator III (A or B) may advance to the Sheriff's Master Investigator IV B as long as they have completed two years as a Sheriff's Lead Investigator III; have completed 20 semester or 30 quarter units at an accredited college or university; have possession of their Advanced P.O.S.T. Certificate; have completed the additional post-CORE investigative training courses designated by the department from the department approved training matrix (120 hours); have received at least a "meets standard" evaluation in their last two most recent annual performance evaluations while holding the rank of Sheriff's Investigator III; have completed all eight of the departmental benchmarks; and have successfully completed an oral examination conducted by the department, which consists of the presentation to a panel selected by the department of a major investigation they conducted that demonstrates master level skills.

SIDE LETTER TO THE  
2008-2011  
MEMORANDUM OF UNDERSTANDING

BETWEEN

RIVERSIDE SHERIFFS' ASSOCIATION, INC.  
(Hereinafter "RSA")

AND

THE COUNTY OF RIVERSIDE  
(Hereinafter "County")

The parties hereto agree to the following side letter to the 2008-2011 Memorandum of Understanding (MOU) between RSA and the County:

1. ARTICLE XVII, Section 4 is deleted and replaced with the following:

Section 4. Sheriff Career Investigator Program

A. PROGRAM OBJECTIVES

1. To offer career growth to Sheriff Investigators.
2. To provide skilled peace officers an alternative to management roles that they may not choose to pursue.
3. To provide skilled peace officers an incentive to become an investigator prior to competing for a supervisory position.
4. To obtain fair and equitable compensation and advancement for demonstrated career oriented criminal investigation expertise.
5. To provide retention incentive that will assist the Sheriff in maintaining a skilled and experienced investigative staff.

B. POSITIONS

1. Sheriff's Investigator I is the entry level class of criminal investigator in the Sheriff's Department.
2. Sheriff's Investigator II is the journey level class of criminal investigator in the Sheriff's Department.
3. Sheriff's Lead Investigator III is the specialist and mentor level class of criminal investigator in the Sheriff's Department.

4. Sheriff's Master Investigator IV is the lead class of criminal investigator in the Sheriff's Department.

C. PROBATIONARY PERIOD

The probationary period for all positions contained in this program is six (6) months for internal candidates and eighteen (18) months for external candidates. An internal candidate who fails to successfully complete the probationary period will be returned to the position he/she promoted from in accordance with the terms of this MOU. An external candidate who fails to successfully complete the probationary period will be released from employment with the department.

D. INITIAL APPOINTMENT PROCESS

1. Sheriff Investigator I All candidates must possess a Basic P.O.S.T. certificate before the examination process begins. The examination process for the class of Sheriff's Investigator I shall include

- a. a written examination administered by the Human Resources Department with a weight of 50%,
- b. an oral examination conducted by the Sheriff's Department with a weight of 20%, and
- c. an evaluation of promotability conducted by the Sheriff's Department with a weight of 30%.

The candidate must attain a passing score on the written examination in order to compete in the oral examination and promotability evaluation portions of the examination process.

2. The Human Resources Department will compute the final combined, weighted score for the examination process for each candidate, based upon the three elements of the process described above.

3. The County shall make every effort with respect to the written promotional examination to provide specific source or reference material from which questions and answers have been derived and shall communicate it to the candidates at the time of the examination announcement.

4. Examination Process Results.

- a. The Human Resources Department will notify all candidates of their individual examination results including the score received on each examination and the final combined, weighted score.
- b. The Human Resources Department shall provide the Sheriff's department with a list of eligible candidates in descending order, based upon the combined, weighted scores. The list shall not contain actual scores, but will indicate those candidates having received tied scores who therefore occupy

the same position on the list. The Sheriff's department shall post copies of the above list on each bureau and station bulletin board.

5. Selection. The first selection for each Sheriff Investigator I position to be filled shall be made from either the top ten percent of those candidates available for the assignment, or the top six candidates (including all persons tied for the six positions) of those available for the assignment, whichever is greater.

6. Availability.

a. Candidates shall state their availability for promotional positions at particular station locations at the time of the oral examination.

b. Amendments to a candidate's statement of availability must be made in writing on forms provided by the Sheriff's department. Not more than three amendments will be allowed during the period for which the eligible list has been established.

7. Candidate's Right to Waive. Candidates may waive no more than two offers of promotion to Sheriff's Investigator I. Waiver of a third offer of promotion shall result in the candidate's name being removed from the eligible list for the duration of the list.

#### E. CAREER GROWTH

1. Sheriff's Investigator II All employees in the classification of Sheriff's Investigator I who:

- a. have successfully complete the designated probationary period as a Sheriff's Investigator I; and
- b. have received at least a "meets standard" evaluation while in the rank of Sheriff's Investigator I;

shall automatically be advanced to the rank of Sheriff's Investigator II effective the first pay period following departmental verification that the employee has completed these requirements.

As the employee will remain on the same pay scale there shall be no promotional pay increase. The employee will receive his/her usual step increase in accordance with the provisions of the MOU.

2. Sheriff's Lead Investigator III All employees in the classification of Sheriff's Investigator II who:

- a. have completed three (3) years in the rank of Sheriff's Investigator II;
- b. possess an Intermediate P.O.S.T. certificate;

- c. have completed 15 semester or 22 quarter units at an accredited college or university;
- d. have completed the CORE investigative training courses designated by the department (120 hours of training);
- e. have completed the number of post-CORE training hours required by the department from the department approved training matrix (120 hours of additional training);
- f. have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Investigator II;
- g. have completed the two required departmental benchmarks and two of the six elective benchmarks; and
- h. have successfully completed the automated career investigator test proctored by the Human Resources department;

shall be advanced to the rank of Sheriff's Lead Investigator III effective the first pay period following departmental verification that the employee has completed these requirements.

The County shall make every effort with respect to the automated career investigator test to provide specific source or reference material from which questions and answers have been derived and shall make this information available to the candidates. Unsuccessful candidates shall be permitted to retake the automated career investigator test six months after their most recent test.

3. Sheriff's Master Investigator IV All employees in the classification of Sheriff's Lead Investigator III who:

- a. have completed two (2) years as a Sheriff's Lead Investigator III;
- b. possess an Advanced P.O.S.T. certificate;
- c. have completed 20 semester or 30 quarter units at an accredited college or university;
- d. have completed the number of additional post-CORE training hours required by the department from the department approved training matrix (120 hours of training beyond the 120 hours required for the Sheriff's Lead Investigator III position);
- e. have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Lead Investigator III;
- f. have completed all eight of the departmental benchmarks; and

- g. have successfully completed an oral examination conducted by the department, which consists of the presentation to a panel selected by the department of a major investigation they conducted that demonstrates master level skills;

shall be advanced to the rank of Sheriff's Master Investigator IV effective the first pay period following departmental verification that the employee has completed these requirements.

F. Panels

The initial panel in the first year of the program shall be comprised of a Chief Deputy, Captain, Lieutenant, and Sergeant. Once a Master Sheriff's Investigator IV position is filled, the panel shall consist of a Captain, Lieutenant, Sergeant and two (2) Sheriff's Master Investigators IV, all of whom shall have substantial experience in major investigations.

G. Training

The Department will ensure that the above-referenced required core training classes are taught at the Ben Clark Training Center or other suitable training facilities. Sheriff's Investigators will be assigned to required core-training courses. The Department will make every effort to make such required courses available to employees in a timely manner.

H. QUALIFICATIONS

Applicants must meet the minimum qualifications for the classifications as outlined on the official job description for each position. Applicant must also meet all training requirements and P.O.S.T. certification requirements for each position.

G. PATH TO SERGEANT

1. Sheriff Investigator I No credit – employee only in this classification for six months
2. Sheriff Investigator II When competing for Sergeant, candidate shall receive additional points equal to 4% of the total weighted promotional score.
3. Sheriff Lead Investigator III When competing for Sergeant, candidate shall receive additional points equal to 8% of the total weighted promotional score.
4. Sheriff Master Investigator IV When competing for Sergeant, candidate shall receive additional points equal to 12% of the total weighted promotional score.

## 2. IMPLEMENTATION

A. Evaluation Period: During the first three months following adoption of this new program all current Sheriff Investigators shall submit to Human Resources the following information so that an evaluation can be made as to their proper placement in the new Sheriff Investigator series:

1. Any Basic, Intermediate, or Advanced P.O.S.T. certificates earned by the employee;
2. A listing of all the CORE investigative training courses designated by the department completed by the employee;
3. A listing of all post-CORE training hours required by the department from the department approved training matrix;
4. Copies of their most recent "meets standard" evaluation while holding a rank in the current Sheriff's Investigator series (no more than the last two most recent annual evaluations are required); and
5. A listing of all departmental benchmarks, both required and elective, completed.

B. Testing Period: In the three months following the evaluation period outlined above any Sheriff Investigators who have otherwise met the requirements for the Sheriff Lead Investigator III position shall be notified that they are eligible to take the automated career investigator test proctored by the Human Resources department.

Successful candidates shall be considered to have achieved all necessary requirements to be advanced to the Sheriff Lead Investigator III position and shall be advanced to that position when the career investigator program becomes operative.

Unsuccessful candidates shall be permitted to retake the automated career investigator test proctored by the Human Resources department six months after their most recent test.

C. Placement Period: In the two months following the testing period all Sheriff Investigators will be placed in the appropriate classification in the new career investigator program and notified in writing of their placement. This placement will not trigger the re-classification provisions of the MOU.

Any disputes with respect to initial placement shall be submitted to Human Resources for evaluation within ten (10) days of receipt of notification of placement and shall contain a detailed explanation as to why the initial placement is not appropriate and any supporting documentation.

D. Operational Date: The career investigator program shall become fully operative on the first full pay period following eight months from the adoption of this agreement.

E. Compensation:

1. The pay grade for the Sheriff Investigator I and Sheriff Investigator II classification shall be the same as the pay grade for the Sheriff Investigator classification in effect as of the operational date.
2. The pay grade for the Sheriff Lead Investigator III classification shall be the same as the pay grade for the Sheriff Investigator – S classification, in effect as of the operational date.
3. The pay grade for the Sheriff Master Investigator IV classification shall be the same as the pay grade for the Sheriff's Sergeant classification in effect as of the operational date. [NOTE: This new salary grade is not tied to the Sheriff's Sergeant's salary grade and will be adjusted only in accordance with the MOU applicable to the Law Enforcement Unit.]

F. Placement on Salary Grade: All employees will be placed on the salary grade applicable to their new classification at the step that either matches or most closely matches their rate of pay immediately prior to the operational date.

If the step that most closely matches the employee's current rate of pay is lower than the current rate of pay, the employee shall be assigned to that lower step but will be Y-rated at his/her current rate until such time as a step advance, promotion, or other mechanism in the MOU adjusts his/her step upwards. At that point the employee shall move from the assigned step to the new step in accordance with the MOU.

Placement on the new wage scale will not alter the employee's anniversary date.

It is the intention of the parties that the adoption of the career investigator program will not result in additional payroll cost to the department.

G. Additional Step: An additional step will be added to the pay grade for the Sheriff Lead Investigator III classification at the time the new pay grade is created. However, due to current budgetary restraints, this additional step will not be available to employees for the duration of this MOU.

Thereafter the parties may by mutual agreement determine when this step will be made available. At that point any employee in the classification of Sheriff Lead Investigator III who has been at the second highest step (i.e. the top available step) for a minimum of one year shall be advanced to the top step of the salary grade. All other employees shall advance to this top step in accordance with the step advance procedures in the MOU.

Signed this 15<sup>th</sup> day of September 2009, at Riverside, California.

For Riverside County



TOM PRESCOTT  
Employee Relations Division Manager

For RSA



PAT MCNAMARA  
President

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
37691	+	Sheriff's Investigator I	RSA 181
37692	+	Sheriff's Investigator I A	RSA 193
37693	+	Sheriff's Investigator I B	RSA 199
37694	+	Sheriff's Investigator II	RSA 181
37695	+	Sheriff's Investigator II A	RSA 193
37696	+	Sheriff's Investigator II B	RSA 199
37697	+	Sheriff's Lead Investigator III A	RSA 203
37698	+	Sheriff's Lead Investigator III B	RSA 206
37699	+	Sheriff's Master Investigator IV B	RSA 221

Ayes:       Buster, Tavaglione, Stone, Benoit, and Ashley  
Nays:       None  
Absent:      None

KECIA HARPER-IHEM, Clerk of said Board

By: \_\_\_\_\_  
Deputy

01.12.10 3.10



## SHERIFF'S INVESTIGATOR I

Class Code: 37691

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### **SALARY RANGE**

\$29.82 - \$40.05 Hourly

\$5,169.46 - \$6,805.62 Monthly

\$62,033.50 - \$83,300.88 Annually

### **CLASS CONCEPT:**

Under general supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the probationary entry level class of criminal investigator in the Sheriff's Department. Assignments primarily involve detailed investigations of actual or suspected crimes. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may occur incidental to the investigative process.

All employees in the classification of Sheriff's Investigator I who have successfully completed the six month probationary period and have received at least a "meets standard" evaluation shall automatically be transitioned to the rank of Sheriff's Investigator II.

Incumbents are expected to transition to the Sheriff's Investigator II classification after they complete their probationary period. Incumbents that do not successfully pass probation will be returned to their former classification.

**REPRESENTATION UNIT:** Law Enforcement

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for courtroom presentation.

- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.

**RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 10 semester or 15 quarter units at an accredited college.

**EITHER I**

Experience: Two years of law enforcement experience in a civilian governmental law enforcement agency, including one year as a Deputy Sheriff with Riverside County having successfully completed the Field Operations Training (FTO) program; and possession of a Basic POST Certificate.

**OR II**

Experience: Three years of law enforcement experience in a civilian governmental law enforcement agency having successfully completed the Field Operations Training (FTO) program.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## SHERIFF'S INVESTIGATOR I A

Class Code: 37692

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### SALARY RANGE

\$31.61 - \$42.45 Hourly  
\$5,479.66 - \$7,358.24 Monthly  
\$65,755.87 - \$88,298.91 Annually

### CLASS CONCEPT:

Under general supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the entry level class of criminal investigator in the Sheriff's Department. Assignments primarily involve detailed investigations of actual or suspected crimes. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may occur incidental to the investigative process.

All employees in the classification of Sheriff's Investigator I who have successfully completed the six month probationary period and have received at least a "meets standard" evaluation shall automatically be transitioned to the rank of Sheriff's Investigator II.

Incumbents are expected to transition to the Sheriff's Investigator II classification after they complete their probationary period. Incumbents that do not successfully pass probation will be returned to their former classification.

**REPRESENTATION UNIT:** Law Enforcement

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for courtroom presentation.

- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.

**RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 10 semester or 15 quarter units at an accredited college.

**EITHER I**

Experience: Two years of law enforcement experience in a civilian governmental law enforcement agency, including one year as a Deputy Sheriff with Riverside County having successfully completed the Field Operations Training (FTO) program; and possession of an Intermediate POST Certificate.

**OR II**

Experience: Three years of law enforcement experience in a civilian governmental law enforcement agency having successfully completed the Field Operations Training (FTO) program.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## SHERIFF'S INVESTIGATOR I B

Class Code: 37693

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### **SALARY RANGE**

\$33.10 - \$44.45 Hourly

\$5,738.10 - \$7,705.31 Monthly

\$68,857.15 - \$92,463.70 Annually

### **CLASS CONCEPT:**

Under general supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the entry level class of criminal investigator in the Sheriff's Department. Assignments primarily involve detailed investigations of actual or suspected crimes. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may occur incidental to the investigative process.

All employees in the classification of Sheriff's Investigator I who have successfully completed the six month probationary period and have received at least a "meets standard" evaluation shall automatically be transitioned to the rank of Sheriff's Investigator II.

Incumbents are expected to transition to the Sheriff's Investigator II classification after they complete their probationary period. Incumbents that do not successfully pass probation will be returned to their former classification.

**REPRESENTATION UNIT:** Law Enforcement

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for courtroom presentation.

- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.

### **RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 10 semester or 15 quarter units at an accredited college.

#### **EITHER I**

Experience: Two years of law enforcement experience in a civilian governmental law enforcement agency, including one year as a Deputy Sheriff with Riverside County having successfully completed the Field Operations Training (FTO) program; and possession of an Advanced POST Certificate.

#### **OR II**

Experience: Three years of law enforcement experience in a civilian governmental law enforcement agency having successfully completed the Field Operations Training (FTO) program.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

### **OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

### **PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

### **PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## SHERIFF'S INVESTIGATOR II

Class Code: 37694

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### SALARY RANGE

\$29.82 - \$40.05 Hourly  
\$5,169.46 - \$6,941.74 Monthly  
\$62,033.50 - \$83,300.88 Annually

### CLASS CONCEPT:

Under general supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the first career or journey level class of criminal investigator in the Sheriff's Department. Assignments primarily involve detailed investigations of actual or suspected crimes. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may also occur incidental to the investigative process.

All employees in the classification of Sheriff's Investigator I who have successfully completed the six month probationary period as a Sheriff's Investigator I and have received at least a "meets standard" evaluation while in the rank of Sheriff's Investigator I shall automatically be transitioned to the rank of Sheriff's Investigator II.

As the employee will remain on the same pay scale as the Sheriff's Investigator I (I, I A, or I B), there shall be no promotional pay increase. However, the transition into the Sheriff's Investigator II classification will be accompanied by the six month probationary salary increase related to the initial promotion into the Sheriff's Investigator I classification. The employee will otherwise receive his/her usual step increase in accordance with the provisions of the MOU.

**REPRESENTATION UNIT:** Law Enforcement

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for

courtroom presentation.

- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.

**RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 10 semester or 15 quarter units at an accredited college.

Experience: Six months as a Sheriff's Investigator I with Riverside County having successfully completed the Field Operations Training (FTO) program; and possession of a Basic POST Certificate.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## SHERIFF'S INVESTIGATOR II A

Class Code: 37695

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### SALARY RANGE

\$31.61 - \$42.45 Hourly  
\$5,479.66 - \$7,358.24 Monthly  
\$65,755.87 - \$88,298.91 Annually

### CLASS CONCEPT:

Under general supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the first career or journey level class of criminal investigator in the Sheriff's Department. Assignments primarily involve detailed investigations of actual or suspected crimes. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may also occur incidental to the investigative process.

All employees in the classification of Sheriff's Investigator I who have successfully completed the six month probationary period as a Sheriff's Investigator I and have received at least a "meets standard" evaluation while in the rank of Sheriff's Investigator I shall automatically be transitioned to the rank of Sheriff's Investigator II.

As the employee will remain on the same pay scale as the Sheriff's Investigator I (I, I A, or I B), there shall be no promotional pay increase. However, the transition into the Sheriff's Investigator II classification will be accompanied by the six month probationary salary increase related to the initial promotion into the Sheriff's Investigator I classification. The employee will otherwise receive his/her usual step increase in accordance with the provisions of the MOU.

**REPRESENTATION UNIT:** Law Enforcement

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for

courtroom presentation.

- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.

**RECRUITING GUIDELINES:**

**Special Requirements:** Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

**Education:** Completion of 10 semester or 15 quarter units at an accredited college.

**Experience:** Six months as a Sheriff's Investigator I with Riverside County having successfully completed the Field Operations Training (FTO) program; and possession of an Intermediate POST Certificate.

**Knowledge of:** The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

**Ability to:** Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

**OTHER REQUIREMENTS:**

**License/Certificate:** Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## SHERIFF'S INVESTIGATOR II B

Class Code: 37696

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### **SALARY RANGE**

\$33.10 - \$44.45 Hourly  
\$5,738.10 - \$7,705.31 Monthly  
\$68,857.15 - \$92,463.70 Annually

### **CLASS CONCEPT:**

Under general supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the first career or journey level class of criminal investigator in the Sheriff's Department. Assignments primarily involve detailed investigations of actual or suspected crimes. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may also occur incidental to the investigative process.

All employees in the classification of Sheriff's Investigator I who have successfully completed the six month probationary period as a Sheriff's Investigator I and have received at least a "meets standard" evaluation while in the rank of Sheriff's Investigator I shall automatically be transitioned to the rank of Sheriff's Investigator II.

As the employee will remain on the same pay scale as the Sheriff's Investigator I (I, I A, or I B), there shall be no promotional pay increase. However, the transition into the Sheriff's Investigator II classification will be accompanied by the six month probationary salary increase related to the initial promotion into the Sheriff's Investigator I classification. The employee will otherwise receive his/her usual step increase in accordance with the provisions of the MOU.

**REPRESENTATION UNIT:** Law Enforcement

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for

courtroom presentation.

- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.

**RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 10 semester or 15 quarter units at an accredited college.

Experience: Six months as a Sheriff's Investigator I with Riverside County having successfully completed the Field Operations Training (FTO) program; and possession of an Advanced POST Certificate.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## **SHERIFF'S LEAD INVESTIGATOR III A**

Class Code: 37697

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### **SALARY RANGE**

\$33.18 - \$45.75 Hourly

\$5,751.62 - \$7,930.09 Monthly

\$69,019.39 - \$95,161.04 Annually

### **CLASS CONCEPT:**

Under minimal supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the specialist and mentor level class of criminal investigator in the Sheriff's Department. Assignments are primarily to detailed investigation of actual or suspected crime. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may also occur incidental to the investigative process.

**REPRESENTATION UNIT:** Law Enforcement

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for courtroom presentation.
- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.
- Responsible for the training and mentoring of subordinates.
- Direction and coordination of activities at crime scenes.

**RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 15 semester or 22 quarter units at an accredited college.

Experience: Three years as a Sheriff's Investigator II with Riverside County having successfully completed the Field Operations Training (FTO) program; possession of an Intermediate POST Certificate; and have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Investigator II.

Possess advanced forensic skills in such areas as handwriting, fingerprinting, forged document examinations, computer forensics, traffic accident reconstruction, illicit narcotics labs, or other specialized skills applicable to investigative responsibilities for the Sheriff's Department.

Must have completed the CORE training hours required by the department from the department approved training matrix (120 hours of training); must have also completed the number of post-CORE training hours required by the department from the department approved training matrix (120 hours of additional training).

Must have completed the two required departmental benchmarks and two of the six elective benchmarks, and successfully completed the automated career investigator test proctored by the Human Resources Department.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## SHERIFF'S LEAD INVESTIGATOR III B

Class Code: 37698

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### **SALARY RANGE**

\$34.75 - \$47.91 Hourly  
\$6,022.93 - \$8,304.17 Monthly  
\$72,275.22 - \$99,650.10 Annually

### **CLASS CONCEPT:**

Under minimal supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the specialist and mentor level class of criminal investigator in the Sheriff's Department. Assignments are primarily to detailed investigation of actual or suspected crime. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Occasional oversight of other personnel may also occur incidental to the investigative process.

**REPRESENTATION UNIT:** Law Enforcement

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for courtroom presentation.
- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.
- Responsible for the training and mentoring of subordinates.
- Direction and coordination of activities at crime scenes.

**RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 15 semester or 22 quarter units at an accredited college.

Experience: Three years as a Sheriff's Investigator II with Riverside County having successfully completed the Field Operations Training (FTO) program; possession of an Advanced POST Certificate; and have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Investigator II.

Possess advanced forensic skills in such areas as handwriting, fingerprinting, forged document examinations, computer forensics, traffic accident reconstruction, illicit narcotics labs, or other specialized skills applicable to investigative responsibilities for the Sheriff's Department.

Must have completed the CORE training hours required by the department from the department approved training matrix (120 hours of training); must have also completed the number of post-CORE training hours required by the department from the department approved training matrix (120 hours of additional training).

Must have completed the two required departmental benchmarks and two of the six elective benchmarks, and successfully completed the automated career investigator test proctored by the Human Resources Department.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



## SHERIFF'S MASTER INVESTIGATOR IV B

Class Code: 37699

COUNTY OF RIVERSIDE

Established Date: Jan 14, 2010

Revision Date: Jan 14, 2010

### **SALARY RANGE**

\$38.40 - \$51.55 Hourly

\$6,655.67 - \$8,934.67 Monthly

\$79,868.05 - \$107,216.09 Annually

### **CLASS CONCEPT:**

Under minimal supervision, to initiate and conduct investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; to apprehend suspected criminals; to perform special assignments in crime prevention, training, and community relations programs; and to do other work as required.

This is the lead class of criminal investigator in the Sheriff's Department. Assignments are primarily to detailed investigation of actual or suspected crime. Other tasks typical to the class of Deputy Sheriff may be performed, but are incidental to investigative responsibilities. Responsibility for oversight, mentoring and training of other personnel may also occur incidental to the investigative process. In the absence of a supervisor, the Master Investigator will temporarily assist in the management and direction of Sheriff's Investigator I, II, and Lead's engaged in specific investigative tasks. They may also, in a supporting role, review reports, gather, assemble, analyze, and evaluate facts and evidence.

**REPRESENTATION UNIT:** Law Enforcement

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Initiates and/or conducts investigations of a variety of actual and suspected crimes to obtain evidence sufficient for issuance of criminal complaints.
- Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.
- Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.
- Prepares and submits reports of various aspects of investigations; prepares material evidence for courtroom presentation.
- Serves subpoenas on witnesses; testifies in court as to investigative findings.
- Performs assignments in specific areas of criminal activity such as narcotics, burglary, juvenile, checks, and related matters.
- Responsible for the training and mentoring of subordinates.

- Direction and coordination of activities at crime scenes.
- May be regularly assigned to conduct inquiries or criminal investigations of high-profile events and circumstances as directed by Sheriff's Administration.
- Draw logical conclusions and make proper recommendations; obtain information through interview and interrogation; prepare, review, and evaluate comprehensive reports; analyze law enforcement problems and develop effective courses of action; establish and maintain effective working relationships with fellow employees, government officials, and the general public.

#### **RECRUITING GUIDELINES:**

Special Requirements: Applicants must meet age, physical, and experience standards as stated in the General Orders manual of the Sheriff's Department.

Education: Completion of 20 semester or 30 quarter (equivalent to units expected for Sergeant) units at an accredited college.

Experience: Two years as a Sheriff's Lead Investigator III with Riverside County having successfully completed the Field Operations Training (FTO) program; possession of an Advanced POST Certificate; and have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Lead Investigator III.

Must have completed the additional post-CORE training hours required by the department from the department approved training matrix (120 hours of training beyond the 120 hours required for the Sheriff's Lead Investigator III position).

Must have completed all eight of the departmental benchmarks, and successfully completed an oral examination conducted by the department consisting of a presentation on a major investigation conducted by the applicant that demonstrates master level skills.

Knowledge of: The methods and techniques of investigation, including the gathering, analysis, and presentation of evidence; the laws of arrest, rules of evidence, and courtroom procedures; the application of scientific investigative equipment; techniques of interviewing and interrogation.

Ability to: Gather and use facts and evidence; obtain information by interview, interrogation, and observation; prepare meaningful and understandable reports of law enforcement activities; establish and maintain useful working relationships with other law enforcement personnel and the general public.

#### **OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License.

#### **PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

#### **PROBATIONARY PERIOD:**

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.