

DUTY STATEMENT

DS 3022 (3/2021)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES
CANYON SPRINGS COMMUNITY FACILITY****DUTY STATEMENT**

JOB TITLE: SUPERVISING SPECIAL INVESTIGATOR II **POSITION #:** 472-190-8547-001
WORKING TITLE: COMMANDER

POSITION DESCRIPTION: Under the direction of the Chief, and the Southern Regional Commander of the Office of Protective Services (OPS). The Supervising Special Investigator II hereinafter referred to as “Commander”, oversees the daily operation and supervision of the protective services division at the designated Developmental Center and/or Community Facility (DC/CF).

The Commander oversees all OPS employee functions and may be required to perform and/or participate in complex investigations and sensitive staff functions related to field investigations and public safety while establishing a strong liaison with DC/CF management. Ensures all consumer-related protection issues are identified and managed accordingly, provides technical assistance and consultation with the Quality Assurance Departments (QA), and Internal Audits (IA) function.

SUPERVISION EXERCISED: The commander is responsible for direct supervision of the Supervising Special Investigator I, Fire Chief, Peace Officer II; and oversees the supervision of all Fairview Developmental Center (FDC) and Canyon Springs Community Facility (CSCF) OPS personnel.

SUPERVISION RECEIVED: Under the direction of the Chief of OPS, and the Southern Regional Commander of OPS.

EXAMPLES OF DUTIES:Essential Job Functions:

50% The Commander exercises the authority to carry out the responsibility for the oversight planning, coordinating, directing, and organizing of the functions of police, investigations, and fire services.

- Manages, monitors, and implements a plan of action regarding all vacancies within the DC/CF.
- Works with OPS Headquarters to coordinate plans to fill vacancies.
- Provides written documentation of all department-sponsored training needs.
- All equipment issued to OPS personnel is maintained and documented via a tracking log and identifies ongoing equipment needs.
- Implementation of OPS and facility policies and procedures and participate as a member of the policy review committee for policy development and/or revisions.
- Direction or participation in the more difficult or confidential and sensitive field investigations, including potential criminal prosecutions.
- Attendance at management meetings at an assigned location and as required; represents OPS personnel at the respective center/facility.

- Response to and inform the Chief of OPS of high-profile incidents, unusual occurrences, and daily operation/issues.
- OPS personnel comply with all state and federal regulations regarding equal employment opportunities, sexual harassment, workplace violence, Employee Assistance Program, and discrimination of any kind.

- 25% Ensures that police reports and SIU reports are completed promptly and are reviewed for thoroughness, accuracy, and content. Ensures accountability and oversight of all OPS reports including SIU investigations and police reports
Plans, develops, implements, and maintains a quality review system including but not limited to a tracking system for the investigative caseload. Reviews all substantiated cases or any cases that may rise to the level of an employee adverse action (excluding IAs), and all cases being considered or recommended for District Attorney Referral.
- 10% Prepares written reports as required by the Chief, OPS, and/or the Deputy Director, DCD. Ensures access, use, and security of systems such as the Special Investigator Database System (SIDS), CLETS, and Live Scan.
Reviews all written correspondence from OPS prior to distribution; provides technical support and/or consultation to facility personnel on issues involving law enforcement or fire services. Works with and secures the cooperation of federal, state, and local law enforcement agencies. Ensures physical inspections of OPS property and equipment.
- 10% Develops and maintains working relationships with facility representatives, the department, and outside agencies including labor organizations. Works closely with executive management on various issues related to OPS, and provides recommendations to executive management as needed.
- 5% Responsible for ensuring that all monthly attendance, overtime, case management reports, and any other requirements set forth by the Department are completed. Works closely with headquarters staff to ensure current training needs required by POST are identified, implemented, and tracked; including required fire services certification where applicable. Ensures written performance evaluations are completed in a timely manner as required.

WORKING CONDITIONS:

Attends required meetings, works on a personal computer up to 40 percent of the time, and other physical work associated with the daily supervision and management of the protective services branch within a DC/CF.

The Commander must have:

- Ability to work irregular hours which may include overnight travel for extended periods;
- 24/7 availability to respond to emergencies personally or via designee;
- Ability to conduct on-site inspections, reviews, and evaluations of all functions assigned to the Commander;
- Physical ability to respond and perform the duties of a peace officer; and

- Ability to work in a variety of settings including but not limited to an enclosed office and/or cubicle setting environment.

The Commander must be able to drive an automobile and be able to travel by other modes of transportation throughout the state to conduct on-site evaluations, reviews, and assessments.

This position is a peace officer classification and the Commander must meet all applicable state laws and regulations in order to meet the minimum qualification required under the Government Code. This is a POST agency and specific requirements must be met to comply with POST regulations.

The Commander position will perform all duties unarmed according to current DDS policy and may be asked to perform other duties as assigned.

PERSONAL CONTACTS:

The Commander has frequent and daily contact with DC/CF administration and management staff in providing appropriate services within the area of investigations, fire, and police services. Contact may also occur with state and local law enforcement officials, legal representatives of state and county offices, and their employees.

The Commander must display personal tact, diplomacy, and objectivity in judgment and actions and must use good judgment in exercising the duties required in this position. Lack of appropriate judgment may jeopardize the effectiveness of the entire operation of OPS and may affect the positive relationships with other states, county, and private parties responsible for the care and supervision of consumers.

The Commander must be able to work independently or within a workgroup or committee to complete work within designated time frames and/or deadlines

CERTIFICATION OR LICENSE: Successful completion of the POST Basic Academy; Possess and maintain a current, valid California driver’s license; a valid California Defensive Driving card, and possess and maintain a valid Cardiopulmonary Resuscitation (CPR) card.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.