

**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION**  
**OFFICE OF INTERNAL AFFAIRS**  
**Special Agent-In-Charge**  
**DUTY STATEMENT**

**GENERAL DUTY STATEMENT:**

Under the direction of the Chief, Headquarters Operations or Chief of Field Operations, Office of Internal Affairs (OIA), the Special Agent-In-Charge (SAC) manages and directs the day-to-day operations of either the OIA Central Intake Unit (CIU), Headquarters (HQs) Investigations Unit, or a Regional Office. The SAC provides daily assistance to the OIA Deputy Director and/or OIA Chiefs; and California Department of Corrections and Rehabilitation (CDCR) Executive Staff, relative to investigations concerning employee misconduct. The SAC provides consultation, assistance, and training to CDCR Hiring Authorities (HAs) and other staff involved in the employee discipline process and staff misconduct; interprets and carries out Department policies in the enforcement of both administrative and criminal violations. The SAC provides direct supervision to Senior Special Agents (SSAs) who supervise and direct a team of Special Agents (SAs). The SAC is required to carry a Department-issued firearm, or other OIA-approved sidearm (purchased at agent's expense); is required to remain current in range qualifications and follow CDCR's shooting policy relative to assignment; is required to operate and maintain a code three law enforcement vehicle.

**SPECIFIC RESPONSIBILITIES:**

- 40% Manages and directs the day-to-day operations of CIU, HQs Investigations Unit, or a Regional Office. Assess sensitive or complex issues and consult with and take direction from the Deputy Director and/or Chiefs of OIA. Provides functional supervision to subordinate staff located within OIA CIU to ensure all referred acts of employee misconduct are analyzed and presented to the Central Intake Panel (CIP). Reviews completed intake analysis of requests for internal affairs investigations for accuracy and thoroughness. Manages the OIA allegation inquiry process ensuring the collection of preliminary information concerning an allegation of employee misconduct is analyzed, referred, and preserved, as appropriate. Interacts with assigned SAs, SSAs, and attorneys regarding cases referred to CIP and remains available for case conferences. Provide technical administrative and policy direction to assigned SSAs and SAs relative to sensitive and/or complex investigations. Monitor, coordinate, and evaluate intra- and inter-agency investigations in conjunction with local, State and federal law enforcement agencies, while personally providing directional coordination for those investigations. Submit statistical summary reports as required concerning the referral and prosecution success rates; develop and submit advisory reports as required based on analytical data developed from incident/crime report information, statistical summary reports, and investigative information. Provide management data and information relative to sensitive and complex investigative matters.
  
- 35% The OIA SAC oversees one of five major units within OIA. As the CIU SAC, Chair the CIP meeting as the representative of OIA to ensure requests for investigations are evaluated consistently and assigned appropriately throughout the Department. Provide oversight of the Case Management System (CMS) through the CMS Steering Committee, and direct technical development of the system to ensure integrity of the system is assured.

As a SAC assigned to a regional investigative unit, provide management oversight of that office, manage an investigative caseload, provide oversight of the Equal Employment Opportunity/Sexual Harassment investigations, training, and related activities, conduct periodic audits of completed internal affairs investigations for accuracy, and thoroughness. Interact with assigned agents by going into the field participating in interviews and be available for case conference. Keep current and knowledgeable on cases assigned to their unit to ensure cases are processed and investigated timely.

All SACs provide continual real-time consultation within OIA, with staff from the Employee Advocacy and Prosecution Team (EAPT), and the staff from the Office of the Inspector General's, Discipline Monitoring Unit (DMU).

- 15% Serve as liaison between OIA and HAs regarding requests for internal affairs cases. Develop liaison with outside law enforcement agencies at the State, federal, or local level to include District Attorney's office, to address issues of common concern for the successful prosecution of crimes within the Region and interact with the DMU and EAPT on cases that need clarification and/or resolution of issues. Maintain and recommend changes to procedures within the OIA Field Guide. Provides training to HAs regarding Department Operations Manual Article 14, Internal Affairs Investigations.
- 10% Provide training to staff in effective investigative methods, and stay abreast of modern trends and tools in the investigative field. Organize a system for monitoring staff training, including selecting, orienting, and evaluating employee progress and discipline. May perform other duties as required.

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SIGNATURE OF EMPLOYEE

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Date

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
Date