

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: DCI Special Agent I

Class Code: 688801

Pay Grade: L4

A. Purpose:

Conducts or assists with criminal investigations under the direction of a supervisor or higher level agent to ensure the apprehension and conviction of suspected felons.

B. Distinguishing Feature:

DCI Special Agent I's are an entry level criminal investigation position and conduct investigations under direct supervision.

DCI Special Agent II's conduct criminal investigations independently, self-initiate investigations, manage their own caseloads, and assist in training new agents.

DCI Special Agent III's have been designated by the division as having and maintaining an expertise in a specialized area of criminal investigation.

DCI Special Agent Supervisors provide day-to-day work direction to DCI Special Agent III's, II's, and I's, and other officers as assigned, within a region of the state and oversee and/or direct their investigative activities.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Conducts or assists with criminal investigations under the direction of a supervisor or an experienced agent to ensure cases are properly investigated and resolved.
 - a. Processes and protects crime scenes.
 - b. Interviews victims and witnesses.
 - c. Interrogates suspects.
 - d. Pursues investigative leads.
2. Prepares detailed reports of investigations to provide a record of facts to be used as information or in prosecution of cases.
3. Compiles and submits criminal intelligence to be included in databases to ensure incidents, facts, and trends pertaining to criminal activities are documented.
4. Carries out public relations functions and speaks before groups to educate and inform others on the mission and goals of the division.
5. Assists with other investigations or division activities as assigned to obtain information or carry out division activities.
6. Attends classroom and field training to expand the knowledge, skills, and abilities necessary to conduct criminal investigations.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a DCI Special Agent Supervisor or the Assistant Director. No subordinates report to this position.

E. Challenges and Problems:

Challenged to maintain a high degree of quality in all aspects of case investigations. This is difficult because of the need to meet the scrutiny of the court system and to ensure a conviction.

Typical problems include locating witnesses, getting relevant information from victims and witnesses, coordinating investigations with local law enforcement agencies, obtaining sufficient evidence, identifying and apprehending suspects, and preparing complete and accurate case reports.

F. Decision-making Authority:

Decisions made include whether to apprehend and/or arrest someone, to defend against or use deadly force, whether sufficient information has been entered into a case report, and whether to seize property or vehicles.

Decisions referred include investigation caseload, management and coordination of major cases, whether cases are complete, final approval if suspects should be arrested, out-of-state travel, overtime, training needs and requests, and approval of the expenditure of investigative funds.

G. Contact with Others:

Daily contact with local law enforcement agencies to give and receive information and to coordinate investigations; daily contact with suspects, witnesses, and victims to obtain information for investigations; and contact as needed with state's attorneys, defense attorneys and courts to prepare for and testify in trials.

H. Working Conditions:

The incumbent must be fit for duty at all times and works in every type of environment when conducting investigations. Hazards include apprehension and arrest of suspects, defense against and use of deadly force, contact with individuals who are unstable or are under the influence of drugs and/or alcohol, potential exposure to communicable diseases such as hepatitis B and AIDS, having to work in and around unsafe structures or areas such as burned out buildings and chemical spills, and having to work undercover and/or on surveillance cases requiring long hours and unpredictable situations.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- basic law enforcement methods;
- criminal justice principles.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- prioritize;
- be self-motivated;

- respond quickly and effectively to emergencies;
- conduct interviews and gather pertinent information;
- make decisions;
- prepare complete and accurate case reports;
- use and maintain all assigned equipment.

J. Qualifications for Appointment:

Bachelor's degree in criminal justice or a related field (or criminal investigative experience with one year investigative experience equaling one year of post-secondary education). Competitive examinations for initial appointment are open to applicants who meet the minimum qualifications for the position with regard to education, experience, and other job-related factors pertinent to the duties of the position. See ARSD 55:02:14:02. and 55:02:14:02.01

The requirements include the following:

- (1) United State citizenship; and
- (2) Attainment of at least 21 years of age at time of appointment.

K. Licensure and Certification:

Possession of or ability to obtain a valid South Dakota driver's license. Must be able to obtain law enforcement certification in South Dakota.