

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: DCI Special Agent II

Class Code: 688802

Pay Grade: L5

A. Purpose:

Conducts investigations independently or in conjunction with municipal, county, state, or federal law enforcement agencies pursuing, gathering, and analyzing evidence, and preparing case reports to ensure the detection, apprehension, and prosecution of suspected felons.

B. Distinguishing Feature:

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

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. Develops and conducts criminal investigations to ensure cases are effectively investigated and resolved.
 - a. Protects and processes crime scenes.
 - b. Interviews victims and witnesses.
 - c. Interrogates possible suspects.
 - d. Develops and pursues investigative leads.
 - e. Evaluates investigative information.
 - f. Utilizes data gathered on affidavits to obtain search and/or arrest warrants.
 - g. Coordinates with other law enforcement agencies in executing warrants.
2. Conducts special investigations involving civil or criminal misconduct of public officials, law enforcement officers, or in conflict of interest cases ensuring fair and impartial investigations.
3. Prepares detailed reports of criminal investigations to provide a permanent record of facts to be used in the prosecution of cases.
 - a. Keeps investigative files and dispositions up-to-date.
 - b. Adds information to relevant case files.
 - c. Marks, stores, and maintains evidence.
4. Compiles, analyzes, and submits criminal intelligence to be loaded into databases to ensure incidents and facts pertaining to criminal activity are documented.
5. Develops resources in communities to provide necessary information on crimes and criminals, to help build cases on suspected criminals, and to provide information that can be used to support future search warrant affidavits.

6. Assists in training new agents to ensure they are able to perform the requirements of the job.
7. Carries out public relations functions and speaks before groups to educate and inform others on the mission and goals of the division.
8. Performs other work as assigned.

D. Reporting Relationships:

Reports to a DCI Special Agent Supervisor or the Assistant Director. May provide work direction to new agents or agents assigned to assist in an investigation directed by the incumbent.

E. Challenges and Problems:

Challenged to deal with federal, state, county, and local law enforcement agencies and many other agencies. This is difficult because they all have different view points, temperaments, resources, and limited investigative knowledge/experience; at times it is difficult to rally the different viewpoints to accomplish a common goal. The incumbent is also challenged in working with agencies that are not set up for long and involved investigations or lack the knowledge to conduct an investigation that needs a great deal of organization so that suspects can be brought into court and convicted. To accomplish this the agent needs to possess good people skills and be prepared to deal with those problems with tact and decisiveness.

Typical problems include being aware of court established precedence; ever changing interpretations to laws; conducting investigations in many different communities with varied jurisdictions, law enforcement personalities and levels of knowledge; arising above conflicts between other agencies and producing a case that will be sufficient to prosecute suspects; remembering to fill out all required forms and paperwork related to cases; maintaining and documenting the chain of evidence for all evidentiary items; and encouraging other law enforcement agencies to share criminal intelligence information.

F. Decision-making Authority:

Decisions made include managing case activity and work level, coordinating daily activities, prioritizing and dictating steps taken to successfully complete a case, where and how evidence will be stored, whether to arrest a suspect, to use deadly force, content of case reports, investigative techniques, what leads to pursue, whether to seize property or vehicles, and how much to pay informants.

Decisions referred include the expenditure of funds over specified limits, traveling outside of an assigned area to conduct investigations, authorization of overtime, media releases, training needs, interpretation of division policy, approving requests for search warrants, what cases agents will work on, the direction of criminal and drug investigations, whether to assume control of major crimes and/or crime scenes, different ways to carry out an investigation, how to direct multi-jurisdictional cases, if investigation reports are acceptable, changes in policy, who new agents will work with, and approving leave.

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;
- division policies and procedures;
- applicable state and federal laws;
- interviewing and investigation methods;
- interrogation and surveillance techniques;
- crime scene and evidence procedures.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- be self-motivated;
- respond quickly and effectively to emergencies;
- conduct interviews and gather pertinent information;
- conduct criminal investigations;
- analyze criminal evidence;
- 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) and one year of experience as a DCI Special Agent I.

K. Licensure and Certification:

Possession of a valid South Dakota driver's license. Must possess a current law enforcement certification in South Dakota. Must complete DCI In-service or course of equivalent content of at least 30 hours, must have completed at least 24 hours of photography training, and must have crime scene experience with collection and preservation of evidence, crime scene documentation, crime scene photography and crime scene security.