

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: DCI Special Agent III**

**Class Code: 688804**  
**Pay Grade: L6**

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### **A. Purpose:**

Conducts independent investigations or coordinates investigations with other state, federal, or local law enforcement personnel and agencies and maintains an expertise, as specified by the division, in a specialized area of criminal investigations to ensure the apprehension and conviction of criminals.

### **B. Distinguishing Feature:**

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 or direct their investigative activities.

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.

### **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 and coordinates criminal investigations to detect, apprehend, and prosecute criminals.
  - a. Protects and processes crime scenes.
  - b. Coordinates investigations with other state, federal, or local law enforcement personnel or agencies when necessary.
  - c. Interviews victims and witnesses.
  - d. Interrogates possible suspects.
  - e. Develops and pursues investigative leads.
  - f. Evaluates investigative information.
  - g. Utilizes data gathered on affidavits to obtain search and/or arrest warrants.
  - h. Coordinates with other law enforcement agencies in executing warrants.
  - i. Trains and oversees other agents assisting in investigations.
  - j. Establishes and maintains a network with other law enforcement agencies.
  - k. Demonstrates leadership ability.
2. Maintains an expertise, as designated by the division, in a specialty area to provide specialized skills for criminal investigation.
  - a. Obtains and maintains required licenses and certifications associated with an expertise.
  - b. Utilizes an expertise in the detection, apprehension, and conviction of criminals.
3. Provides training and expertise in a specialized area of criminal investigation to enhance criminal investigations and provide and enhance the skills of other agents and law enforcement personnel in the state.

4. 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.
5. Compiles, analyzes, and submits criminal intelligence to be loaded into databases to ensure incidents and facts pertaining to criminal activity are documented.
6. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a DCI Special Agent Supervisor or the Assistant Director. May provide work direction of other agents during training or when assigned to assist in investigations.

#### **E. Challenges and Problems:**

Challenged to conduct criminal investigations in conjunction with other state, federal, and local law enforcement agencies. Many times these agencies are not prepared to conduct a long-term major investigation due to the lack of available resources and training. Occasionally the incumbent has to work with agencies that disagree with the priority or direction of a specific investigation. Also it is a challenging to deal with other agencies that may attempt to limit their cooperation. The incumbent must work to gain and develop the trust and cooperation of all agencies involved in a particular investigation.

Typical problems include dealing with conflicts due to case prioritization, developing and supervising informants, assessing situations and attempting to minimize risks, deciding on courses of action that will resolve situations without placing citizens, other law enforcement officers, and the incumbent at undo risk, meeting the scrutiny of the court system when attempting to convict criminals, developing and maintaining quality evidence, being aware of suspects constantly trying to evade law enforcement techniques, pursuing new investigative leads that develop during a case's maintenance phase and while awaiting prosecution, dealing with multiple requests for investigative assistance, and to develop and maintain a court-recognized expertise in a specialty area.

#### **F. Decision-making Authority:**

Decisions made include the recruitment, development, and supervision of confidential informants; conducting controlled buy operations utilizing confidential informants and/or undercover agents; conducting surveillance and gathering information and intelligence on suspects; coordinating search raid entries, searches, and arrests; how to interview witnesses, victims, and suspects; when to offer ideas to other law enforcement personnel and agencies; threat assessments; whether to apprehend a suspect; to defend against or use deadly-force; preparation of case reports; how to pursue leads; how to prepare court testimony as a court-recognized expert; and how and what equipment to use in investigations.

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 polices and procedures;
- applicable state and federal laws;
- interviewing and investigation methods;
- interrogation and surveillance techniques;
- crime scene and evidence procedures;
- of a court-recognized expertise.

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;
- conduct criminal investigations;
- analyze criminal evidence;
- make decisions;
- prepare complete and accurate case reports;
- use and maintain all assigned equipment;
- maintain an expertise.

#### **J. Qualifications for Appointment:**

Five years DCI service or three years DCI service with at least two years previous law enforcement experience, or by recommendation of the Director and approval of a six member peer review board as determined by the Director.