

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: DCI Special Agent Supervisor

Class Code: 688805

Pay Grade: L7

A. Purpose:

Supervises Division of Criminal Investigation DCI Special Agents and their investigative activities within a region of the state to ensure investigations are completed thoroughly, legally, and within policy.

B. Distinguishing Feature:

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.

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 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. Supervises the investigative activities of DCI Special Agent III's, II's, and I's that are assigned to the region and may also supervise the investigative activities of law enforcement officers assigned to task forces to ensure the detection, apprehension, and successful prosecution of criminal activity.
 - a. Communicates headquarter directives and needs to staff and communicates staff needs to headquarters.
 - b. Initiates disciplinary actions against agents and task force officers for policy violations.
 - c. Counsels agents and recommends work improvement plans to the Assistant Director and Director or to local law enforcement agency heads for task force officers.
 - d. Gives day to day work direction and guidance to agents and task force officers.
 - e. Conducts investigations and inquiries into employee misconduct as directed.
 - f. Assists in new agent recruitment and training.
 - i. Participates in new agent applicant interviews.
 - ii. Trains new agents and evaluates their progress.
 - g. Manages, reviews, and approves overtime requested and incurred by agents.
 - h. Approves leave requests.
 - i. Recommends approval or non-approval of out-of-state travel and training.
 - j. Prepares for and conducts, with the Assistant Director, agent performance evaluations and inspections.
2. Coordinates major case investigations conducted by assigned agents to ensure investigations are conducted and completed in a thorough fashion, in accordance with legal requirements and guidelines, and to the satisfaction of the prosecuting authority.
 - a. Assumes on-scene control and direction of major crime scenes as necessary.

- b. Reviews and approves investigative reports and administrative documents generated by agents and task force officers for scope, accuracy, timeliness, and adherence to policy requirements.
 - c. Reviews and approves operational plans for search warrants, undercover operations, arrests, and other high-risk enforcement activities requiring a high level of safety review.
 - d. Authorizes the expenditure of state drug control funds of up to \$1,000 and monitors and reviews the use of these funds by agents and task force officers.
 - e. Manages and stores seized cash, vehicles, and other assets seized for violations of state and federal forfeiture laws.
 - f. Answers staff questions and offers guidance on rules of evidence, legal questions, interview techniques, and case development.
3. Assists in the research, formulation, and implementation of policies and procedures.
 - a. Meets with the Assistant Director and the Director to go over the policy manual.
 - b. Offers input and writes or rewrites sections of the manual.
 - c. Makes policy suggestions.
 4. Arranges for and contracts for services such as equipment rental, office cleaning, maintenance and remodeling, heating and cooling, electricity, and phone and data lines.
 5. Reviews requests and recommends participation in Joint Organized Crime Drug Enforcement Task Force cases involving federal agencies.
 6. Plans for and prepares agency participation in special events.
 - a. Prepares schedules and assigns agent duties.
 - b. Arranges for support functions.
 - c. Arranges for phone and data lines, radio communications, and lodging.
 - d. Represents the agency at special events and coordinates activities with other agencies.
 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Assistant Director. Supervises DCI Special Agent III's, II's, I's and task force officers as assigned.

E. Challenges and Problems:

Challenged to deal with and resolve conflicts. This is difficult because of the need to deal with various elements in the criminal justice system; defuse jurisdictional arguments; maintain effective working relationships with other agencies and agency heads; and try to defuse situations, gain cooperation, and coordinate investigations.

Typical problems include ensuring cases are complete and presentable for prosecution, dealing with disciplinary problems with agents and assigned task force officers, having staff take the lead in investigations and getting the cooperation of other agencies, coordinating major multi-jurisdictional cases, having sufficient work space and equipment for assigned staff, investigating or supervising the investigation of police officers or deputies in other agencies, issuing press releases, and organizing and directing staff participation in special events.

F. Decision-making Authority:

Decisions made include directing the activities of task force officers assigned to the office, approving requests for search warrants, approving the expenditure of buy money up to \$1000, what cases agents will work on, whether to address problems with task force members or refer them to their supervisors, 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, suggesting changes in policy, who new agents will work with and approving leave.

Decisions referred include approval of drug buys over \$1000, what disciplinary actions will be taken for major policy violations, changes in policies and procedures, final approval of overtime, and whether the division will participate in joint cases involving federal agencies.

G. Contact with Others:

Daily contact with Chiefs of Police and Sheriffs to coordinate activities, discuss problems, and give and receive information; daily contact with states attorneys and assistant attorney generals to discuss cases and for case status; daily contact with federal agents and their supervisors on joint investigations and to request or relay information; weekly contact with Highway Patrol administration and US attorneys to coordinate activities and to give and receive information; monthly contact with state court judges and federal court judges to discuss search warrants and discuss problems with cases; monthly contact with Department of Corrections on paroles; and monthly contact with other agencies to give and receive information.

H. Working Conditions:

Typical office environment. 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:

- law enforcement practices and procedures and the criminal justice system;
- investigation methods;
- interview, interrogation, and surveillance methods;
- crime scene and evidence procedures;
- operation and maintenance of assigned equipment and weapons;
- division policies and procedures;
- search and seizure and court law issues.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- direct criminal investigations;
- analyze criminal evidence;

- take appropriate action in emergencies;
- supervise;
- organize high risk and covert operations;
- make decisions quickly given limited time and resources.

J. Qualifications for Appointment:

(Used for announcement purposes only.)

This position requires five years of experience as a DCI Special Agent.

K. Licenses:

Possession of a valid South Dakota driver's license. Must possess a current South Dakota Law Enforcement Certification.