



COUNTY OF  
SAN DIEGO



# SPECIAL INVESTIGATOR

CITIZENS' LAW ENFORCEMENT REVIEW BOARD

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Salary: \$96,000 to \$107,000 Annually  
Excellent Benefits Package



# The Position

## SPECIAL INVESTIGATOR, CITIZENS' LAW ENFORCEMENT REVIEW BOARD

The Special Investigator conducts independent investigations to support the Citizens' Law Enforcement Review Board (CLERB). The Special Investigator reports to the Supervising Special Investigator, CLERB and is responsible for investigating complaints of misconduct involving peace officers in the Sheriff's Office or Probation Department, and deaths and other specified incidents arising out of or in connection with actions of peace officers.

### DUTIES INCLUDE:

- Interviews complainants and other relevant witnesses or parties to obtain all relevant facts in connection with allegations of peace officer misconduct, deaths, or other specified incidents within the Board's jurisdiction
- Identifies and obtains evidence pertinent to laws, policies or procedures controlling the conduct at issue; researches all pertinent laws, policies, or procedures
- Compiles information and prepares comprehensive, analytical reports with recommended advisory findings for submission to the Board for review and action
- Acts as liaison with County departments, law enforcement agencies, and other outside agencies
- Formulates recommendations for policy and procedural changes related to complaints
- Attends monthly evening board meetings to provide additional information as necessary
- Processes complaint intake, detention inspections, and in-custody death response/observations reports
- Reviews evidence (including but not limited to body worn cameras, investigative reports, autopsy reports, photographs, etc.)



# MINIMUM QUALIFICATIONS

## APPLICANTS MUST POSSESS THE FOLLOWING:

Five (5) years of progressively responsible experience performing investigations for a law enforcement agency, District Attorney's Office, other governmental agency, or private organization.



## IDEAL CANDIDATE

This is a challenging opportunity for an exceptionally qualified and highly motivated individual with strong knowledge of civilian oversight of law enforcement, and a proven track record in conducting investigations.



## DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles, laws and regulations regarding the rights and duties of peace and custodial officers
- Knowledge of constitutional, criminal and public records law and procedure
- Knowledge of the current law enforcement principles and practices, and peace officer records and rights
- Interview complainants and other relevant witnesses or parties
- Prepare and present comprehensive investigative reports
- Efficiently manage a high-volume and frequently fast-paced caseload to meet productivity and production deadlines
- Exercise appropriate judgment in answering questions and releasing information
- Analyze consequences of decisions and/or recommendations



# SALARY & BENEFITS

## COMPENSATION

Anticipated Hiring Range: \$96,000 to \$107,000 annually.

## BENEFITS

- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of executive time off, and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision plans
- Flexible Credits starting at \$475 each pay period, based on the selected level of medical coverage
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted, please visit [www.sdccera.org](http://www.sdccera.org) for more information
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance
- [View the detailed Benefit Plan for Unclassified Management \(UCL\)](#)



## CITIZENS' LAW ENFORCEMENT REVIEW BOARD

The Citizens' Law Enforcement Review Board (CLERB) was established in 1990 to independently and impartially investigate citizen complaints against San Diego County Sheriff's deputies and probation officers. CLERB is comprised of 11 volunteers appointed by the County Board of Supervisors. Members are not affiliated with the Sheriff's Office, Probation Department, or the County of San Diego.

CLERB is responsible for receiving, reviewing, and investigating complaints about the conduct of peace officers performing their duties while employed by the Sheriff's Office or Probation Department. CLERB investigates deaths that arise out of, or in connection with, actions of peace officers, and investigates specified incidents to include Discharge of Firearms, Use of Force-Great Bodily Injury, and Use of Force-Protests. CLERB makes advisory findings on complaints, and policy and procedure recommendations to the Sheriff, Chief Probation Officer, and the Board of Supervisors.



# Work Where You Play!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp Quarter.

Heading east you will eventually find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.

A photograph of two surfers walking on a sandy beach, carrying their surfboards. The ocean is in the background with waves breaking. A pier is visible in the distance under a clear sky.

### San Diego County Facts:

- 3,359,630 (2023 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities

A photograph of the San Diego skyline viewed from across the water. The city buildings are reflected in the blue water, and mountains are visible in the background.

### San Diego Weather Averages:

- Average Temperature: 72°f
- High Temperature: 73°f
- Low Temperature: 58°f
- Average Rainfall: 10.4 Inches



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click [here](#) for more information on our [Strategic Plan \(sandiegocounty.gov\)](#) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.

# HOW TO APPLY

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr) select the current job postings link, 24037510U.
2. Attach your résumé, a copy of your college degree, final transcript, or diploma.

### **Key Dates**

Resume Review: Week of December 2, 2024

Interviews: Week of January 6, 2025

Expected Start Date: Month of February 2025

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case- by- case basis.

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application. **Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.**

## CONTACT INFORMATION

You may direct any questions regarding the application/selection process to Jorge Puente, Executive Recruiter at [Jorge.Puente@sdcounty.ca.gov](mailto:Jorge.Puente@sdcounty.ca.gov). For questions about the position, please contact Shontay Turner, Group Human Resources Director, at [Shontay.Turner@sdcounty.ca.gov](mailto:Shontay.Turner@sdcounty.ca.gov)

