



AGENDA COVER MEMO

Memorandum Date: October 7, 2025

Order Date: October 21, 2025

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Michelle Swancutt, Sr. HR Business Partner

AGENDA ITEM TITLE: ORDER / In the Matter of Approving Revisions to the Investigator Classification

I. MOTION

Move to approve order 25-10-21-XX In the Matter of Approving Revisions to the Investigator Classification.

II. AGENDA ITEM SUMMARY

The District Attorney's Office has identified a need to update the non-represented classification of Investigator. The revisions to the minimum qualifications will ensure that applicants and employees are able to meet the Oregon Department of Public Safety Standards and Training (DPSST) requirements for police qualification, as this position has job responsibilities including arrest authority, transportation of offenders, serving subpoenas and warrants of arrest, and booking offenders. These adjustments will not impact compensation.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board established the Investigator classification on July 6, 2024, per BO #24-01-30-02, and the classification specification was approved by the County Administrator under delegated authority on June 20, 2024.

B. Policy Issues

Lane Code 2.020.025 states that "The Board shall cause to be prepared and shall adopt a position classification plan.... The Board may modify the classification plan by creating or eliminating classifications."

C. Board Goals

The establishment of and updating of classifications is in alignment with the strategic priority goal 4 to “Support our employees, systems, and organizational health so that County residents can experience a more effective government.”

D. Financial and/or Resource Considerations

There are no financial considerations for this change.

E. Health Implications

There are no known health implications.

F. Analysis

The current minimum qualifications for the Investigator classification do not adequately identify the necessary training and certifications necessary to carry out the job responsibilities of this classification. In order to ensure that we are recruiting and retaining individuals that are qualified to carry out the duties of the classification, the District Attorney’s Office requested the updates to the classification, and Human Resources analyzed the updates for consistency with our classification system, as well as determining there is no impact to the current compensation scale for the classification.

G. Alternatives/Options

- 1) Adopt the proposed updates to the Investigator classification.
- 2) Reject the motion and provide further direction to Human Resources.

IV. RECOMMENDATION

Human Resources recommends adoption and approval of the proposed updates to the Investigator classification.

V. TIMING/IMPLEMENTATION

Upon Board approval, Human Resources staff will move forward with the updates to the Investigator classification.

VI. FOLLOW-UP

There is no anticipated follow-up.

VII. ATTACHMENTS

- A. Investigator Classification
- B. Board Order 25-10-21-XX



INVESTIGATOR

P330

Last Updated: 106/219/20254

CLASSIFICATION SUMMARY

To assist Deputy District Attorneys in all phases of case preparation and trial in assigned work areas; to plan and conduct investigations.

CLASSIFICATION CHARACTERISTICS

This is a stand-alone journey operational level individual contributor classification. It is distinguished from the Investigations Supervisor by a lack of supervisory responsibilities.

FLSA Status: Non-Exempt

Union/Association Representation: Non-Represented

SUPERVISION RECEIVED AND EXERCISED

- Receive supervision from Investigations Supervisor and/or management staff. May work under the technical and functional supervision of assigned professional staff.
- This classification does not have supervisory responsibilities.

CLASSIFICATION DETAILS

Typical Duties

- Prepare cases for trial after charges have been filed; assist Deputy District Attorneys, public officials and law enforcement officers in determining steps necessary in the preparation and presentation of cases.
- Assist in determining need for further investigation, plan of inquiry; outlines proposed scope, timing, and direction of investigation.
- Conduct original investigations, particularly in the areas of public corruption and major fraud.
- May make arrests and transport offenders to jail, serve subpoenas and warrants of arrest, and book prisoners.
- May provide security for the District Attorney's Office and Courthouse courtrooms.
- Participate with Deputy District Attorneys in preparing cases by developing exhibits to ensure they are admissible, properly documented, and can be understood by the jury.
- Determine list and order of witnesses and information to be elicited from each.
- Examine, evaluate, and analyze records, statements, affidavits, and other information having a bearing on cases. Obtain evidence and conduct fact finding according to the rules of evidence through such methods as interviews of witnesses and suspects, observation, interrogation, and collection of physical evidence to establish facts that prove or disprove allegation.
- Prepare documents requesting the issuance of search warrants; locate missing witnesses or suspects, serve subpoenas to difficult, hostile, and/or uncooperative witnesses.
- Coordinate with specialized professional partners on the examination of witnesses and suspects in areas of fingerprints, polygraph examiners, ballistics, metal striation, psychiatrist, physicians, or similar.
- Decide when a case is complete, whether evidence is sufficient to pursue the case criminally, civilly, or to close case.
- Prepare and present findings in clear, concise, and properly documented formal reports, establishing proof of facts and evidence sufficient to be used in a court or before a grand jury.
- Testify in court and before grand juries when necessary.
- May arrange for transportation and/or lodging for witnesses; transport witnesses to and from court.

- Other duties of a similar nature and level as assigned.

Knowledge and Skills

- Knowledge of principles, practices, methods, and techniques of investigations and covert investigations.
- Knowledge of laws governing criminal investigations and confidentiality.
- Knowledge of rules of evidence as applied to criminal and civil cases.
- Knowledge of techniques of interrogation and the identification and preservation of physical evidence.
- Knowledge of legal sources of obtaining information.
- Knowledge of general procedures used by grand juries in criminal investigations and by courts in criminal trials.
- Knowledge of common business practices and records, including accounting documents.
- Knowledge of modern office procedures, methods, and computer equipment.
- Ability to conduct and coordinate complex criminal investigations.
- Ability to prepare cases for trial.
- Ability to judge applicability of pertinent statutes, precedents, and intent of laws and rules to investigation.
- Ability to determine legal sufficiency of evidence and decide whether to continue investigation.
- Ability to effectively interview witnesses and suspects and handle people in stressful situations.
- Ability to objectively analyze and evaluate conflicting information from various sources.
- Ability to prepare clear, comprehensive written reports.
- Ability to testify effectively in criminal proceedings before courts and grand juries.
- Ability to use firearms and successfully complete annual firearms qualifications. and
- Ability to use restraining devices as assigned, as well as cameras and video equipment.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education, Experience & Special Requirements

- Five years of education and/or experience in criminal justice, criminal law, social work, or a related field, including three years of criminal investigative experience as a law enforcement officer~~responsible experience in conducting investigations.~~
- Ability to meet the criteria for at least an intermediate~~Active basic~~ certification as a Police Officer by the state of Oregon Department of Public Safety Standards and Training at time of hire, or ability to reactivate a previously-active certification as an Oregon Police Officer within 6 months of hire.
- Valid Oregon Driver's License.

CLASSIFICATION HISTORY

Establishing Board Order:	BO # 24-01-30-02, January 30, 2024
Previous Job Codes/Titles:	N4620 - Investigator
History of Updates: Date:	Description: <u>Classification established effective July 6, 2024 per BO #24-01-30-02. Classification specification approved by County Administrator under delegated authority on</u>
6/20/2024	

10/21/2025

6/20/2024. Classification established effective July 6, 2024 per
BO #24-01-30-02. Classification specification approved by
County Administrator under delegated authority on
6/20/2024.
Description: Minimum qualifications updated per BO #25-10-
21-XX.

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 25-10-21-XX

In the Matter of Approving Revisions to
the Investigator Classification

WHEREAS, Human Resources has completed an analysis of the proposed revisions to the Investigator classification; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to job duties and compensation; and

WHEREAS, changes to the classification require board approval.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Approve revisions to the Investigator classification.

ADOPTED this 21st day of October, 2025.

David Loveall, Chair
Lane County Board of Commissioners