

## INSTRUCTIONS FOR INVESTIGATOR

### APPLICATION AGREEMENT

1. **Application.** Complete the Application in legible print or type. Attach the appropriate Classification form, requested documentation, and the applicable fee to the Application and return the original and two copies to:

KCBA Indigent Defense Program, Admissions  
1112 Truxtun Avenue  
Bakersfield, CA 93301

If requested by the Kern County Bar Association (the "KCBA") Indigent Defense Program (the "Program"), an applicant must furnish a detailed history and backup documentation of their background and experience.

2. **Classification.** After reviewing the attached Investigator Classifications, complete, date, and sign the appropriate Investigator Grade Qualifications form for your level of experience and qualification. Attach only the appropriate form to the Application. (A "Grade" is an eligibility for appointment classification that corresponds to respective case Classifications.)

Applicants admitted to the KCBA Indigent Defense Program shall be assigned a Grade by the Administrator and the Qualifications Committee according to certain guidelines. These guidelines and the corresponding case Classifications can be found in the Program Handbook and the General Policies and Procedures, which are available at the KCBA office.

3. **Fees.** :

A. **Program Administration Fee.** An administrative fee of \$50 is charged at the time of application, which shall be returned if the applicant is not admitted.

B. **Processing Fee.** A non-refundable \$30 processing fee will be charged all applicants after August 1, 1996.

4. **Copies.** The original and two complete copies of the Application, the applicable Classification form, and attached documentation must be submitted.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL OF  
THE REQUESTED DOCUMENTATION, COPIES, AND APPLICABLE FEES  
DO NOT ATTACH INSTRUCTION SHEETS OR UNUSED FORMS**

**INVESTIGATOR APPLICATION & AGREEMENT  
KCBA Indigent Defense Program**

<b>FOR USE BY PROGRAM</b>		
Date Received _____	Time _____	By _____
Fees Included: Program Administration Fee (\$50) _____ Processing Fee (\$30) _____ Total _____.		
Documents Included: Investigator License _____ Drivers License _____ Clas. Form _____ Insurance _____ Resume _____ References _____ Other _____		
Grade (appointment eligibility classification) Requested: 1 _____ 2 _____ Death Penalty, Penalty Phase Investigation _____		

Legal Name	Social Security Number	Date of Birth
Office Address	Telephone Number	Facsimile / Pager
CA Investigator Lic. No. (Attach copy.)    Date Obtained	California Drivers License No. (Attach copy.)	
Other Related Licenses	Date Began Investigative Practice in Kern County	
Date Admitted to Other States                      States	Member of Professional Association __ Yes __ No Association:	
Percent of practice in criminal law:	Percent of practice in criminal appeals:	
On Kern Co. appointment list ____ Yes ____ No. Length of time on list:	Current classifications (types of cases):	
Previous service on appointment list outside of Kern County ____ Yes ____ No. Ad Hoc Panel __ Yes __ No. IDP type __ Yes __ No. County _____, no. years _____. Good standing with previous program __ Yes __ No. Currently on any other County's appointment list __ Yes __ No. County:		
Are you bilingual ____ Yes ____ No. Is anyone on your staff bilingual ____ Yes ____ No. Languages:		
Automobile insurance ____ Yes ____ No. Individuals listed on policy _____ _____ Policy No. _____ Attach copy of insurance certificate.		
Are you on any appellate appointment list __ Yes __ No. If yes, what project:		
Have you conducted penalty phase investigations __ Yes __ No. Attach list of relevant cases and responsible attorneys.		
List special areas of practice in criminal law. A separate list may be attached.		

List post high school education and degrees. A separate list may be attached.

Institution	Course of Study	Yrs. attended	Degree

List investigative experience and indicate corresponding dates. A separate list or resume may be attached.


References: List three attorneys (and current telephone numbers) for whom you have provided services as an investigator within the past two years. A separate list may be attached.

Attorney Name/Firm	Telephone Number	Attorney Name/Firm	Telephone Number

Have you been the subject of any disciplinary proceedings by any governmental agency \_\_\_ Yes \_\_\_ No. If yes, attach a detailed description of each proceeding, including the nature, date, and result of each such proceeding.

Have you been convicted of any crime or are you the subject of any pending criminal investigation \_\_\_ Yes \_\_\_ No. If yes, please attach a detailed description of the nature, date, and result or status of the same.

I am enclosing the following fees:  
Program Administration Fee (\$50) \_\_\_\_\_ Processing Fee (\$30) \_\_\_\_\_ Total enclosed \_\_\_\_\_.

I have read this Application and Agreement, the Investigator Classifications that is attached, and have had an opportunity to review the General Policies and Procedures of the Kern County Bar Association (the "KCBA") Indigent Defense Program (the "Program") and agree to abide by and be bound by the same. I understand and agree that I stand as an independent contractor under the Program in my relationship with the KCBA and the County of Kern.

I grant the Program full access to any information under the control of any regulatory or licensing agency of the State of California and any other state or national regulatory or licensing agency concerning my status as an investigator and any disciplinary proceedings now or previously pending against me, and waive any right to privacy or confidentiality I may have to the same. (Matters revealed in this application and any investigation of the applicant shall be kept confidential by the Program.)

I declare under penalty of perjury that the information contained in this Application and Agreement and the attached Classification form and other documents is true and correct and this document was executed at \_\_\_\_\_, California, on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

Signed \_\_\_\_\_.

[12.TLK.AP-INV.KCB.5/29/96]

## INVESTIGATOR CLASSIFICATIONS INSTRUCTIONS

**Step One:** Review the following a) Minimum Qualifications for Admission and Continued Admission, and b) the three separate Investigator Grade Qualifications forms.

**Step Two:** Complete, date, and sign the appropriate form for your level of experience and qualification. An Investigator qualifying for a given Grade will automatically qualify for all lower Grades, unless the applicant notifies the Program Administrator that only one or more Grades is desired.

**Step Three:** Attach to the Application only one form unless you are applying for Grade 2 and Death Penalty - Penalty Phase Investigation. In such case, attach only the Grade 2 and Death Penalty - Penalty Phase Investigation forms. Do not attach instruction sheet or unused forms.

### MINIMUM QUALIFICATIONS FOR ADMISSION

The following are minimum qualifications for investigator admission into the Program. The Administrator or Program Staff may at any time request proof of the satisfaction of these qualifications, and the investigator shall immediately provide the same to the Administrator.

1. Current licensing and compliance with all requirements under Business and Professions Code section 7512, et seq.
2. Payment of the annual Program administration fee.
3. Execution of the Program agreement for the provision of services.
4. A principal business office located in Kern County which shall be: i) accessible to clients for purposes of witness consultations; ii) available for service of any materials connected with providing services under the Program; and iii) staffed by personnel available for answering telephone calls, an answering service, or a pager system (answering machines alone are not acceptable). The principal business office may be a residence.
5. A valid California Drivers License and automobile liability insurance coverage for the applicant for the applicant's services provided to the Program with policy limits in the amount of \$300,000 and which names the KCBA as an additional insured.
6. Compliance with all applicable codes, statutes, and administrative requirements relating to the operation of an investigative business including unemployment insurance, workers compensation insurance, and taxation.
7. Significant experience with the criminal justice system.
8. Applicants shall devote a substantial portion of their respective practices to criminal defense related cases. This qualification may be waived where the applicant intends to handle only Class 6D and 6E cases (juvenile dependency and termination of parental rights cases) through the Program and intends to devote a substantial portion of the applicant's practice to such cases.

### MINIMUM QUALIFICATIONS FOR CONTINUED ADMISSION

Program investigators shall at all times maintain the qualifications set out above. In addition, Program investigators shall do the following:

1. Immediately inform the Administrator of any disciplinary action involving the subject investigator by any regulatory, licensing, or governmental agency or any Court.
2. Immediately inform the Administrator of any criminal investigation or prosecution involving the subject investigator.
3. Immediately inform the Administrator of any changes in the subject Investigator's principal business address and telephone numbers.
4. Provide the Administrator with proof of continuing automobile insurance coverage with proper limits and additional insured endorsements prior to the lapse or cancellation of the subject Support Person's last policy submitted to the Administrator.

**Grade 1 Investigator Qualifications**  
Misdemeanor, General Felony, Major Felony, and Juvenile Cases

I meet the following qualifications for a Grade 1 investigator.

1. Compliance with the Minimum Qualifications for Admission and Continued Admission to the Program.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**Grade 2 Investigator Qualifications**  
**Complicated Felony, Special Felony, and Juvenile Cases**

I meet the following qualifications for a Grade 2 investigator.

1. Compliance with the Minimum Qualifications for Admission and Continued Admission to the Program.
2. Program eligibility and significant participation at the Grade 1 level for the preceding year or an equivalent practice level. If this requirement is met by an equivalent practice level, attache a description of the same.
3. Minimum continuing education requirements as may be established by the Administrator. (There are no such requirements at this time, but a list of completed courses may be attached.)
4. Investigator of record in 75 criminal cases, at least 25 of which have been Class 2 or 3 cases.

List five of the most significant cases you have handled as an investigator in the past three years and your participation in the same.

<b>Name and Case No.</b>	<b>Attorney</b>	<b>Court</b>	<b>Year of Filing</b>	<b>Charges</b>
1. _____				
Participation: _____				
2. _____				
Participation: _____				
3. _____				
Participation: _____				
4. _____				
Participation: _____				
5. _____				
Participation: _____				

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

If cases were not conducted in Kern County courts attach copies of the docket for such cases. Your application will not be considered if complete information is not provided.

