



JOB DESCRIPTION

CRIMINAL INVESTIGATOR

Department:	Police Dept.	Classification/FLSA:	Full time, Non-Exempt
Location:	Law Enforcement Center	Reports To:	Sergeant and Lieutenant Detective
Supervises:	N/A	Salary Range:	\$17.51 - \$30.33 Depending On Experience
Benefits:	Per City Handbook	Travel:	As needed

POSITION SUMMARY

Under direction of the Sergeant Detective and Lieutenant Detective, the Criminal Investigator conducts the investigations of criminal cases and major incidents, including property and person crimes and drug offenses, ensuring that the investigation is conducted in accordance with policies, procedures, laws and regulations. Assists the Sergeant Detective with planning methods and processes to meet operational needs, and performs other administrative duties as directed by the Sergeant Detective and Lieutenant Detective.

DUTIES AND RESPONSIBILITIES

- Identifies, collects, secures and processes items of evidentiary value gathered as part of criminal investigations including the documentation of evidence collected at crime scenes; ensures evidence is handled and processed ensuring proper documentation and chain-of-custody requirements are met; collects items and samples for testing and analysis utilizing current methods and practices to prevent contamination of evidentiary items;
- Prepares requests for warrants for arrests, searches and seizures related to ongoing criminal investigations obtained through the Court; serves warrants issued by Courts and prepares all required inventories, records of service and warrant returns in accordance with applicable Federal, State and local laws, and departmental policies and procedures;
- Conducts case-related surveillance utilizing in-person and electronic methods;
- Completes reports, investigative summaries, sworn affidavits and other paperwork related to investigations and prosecutions of criminal matters in a timely and concise manner;
- Develop and manage CIs in the interest of furthering criminal investigations;
- Provides testimony in criminal and civil proceedings; presents evidence and information collected through investigations; assists in the preparation of charts, graphs, photographs and other demonstration items gathered or used to present case and evidence findings at trial;
- Routinely reviews open case files to ensure all information contained is as current and accurate;
- Provides oversight and control as necessary at all crime scenes to ensure proper investigative and processing techniques are followed; processes crime scenes using established investigative practices including developing and collecting evidentiary items such as fingerprints, DNA evidence, and other items utilizing specialized equipment and collection techniques;

DUTIES AND RESPONSIBILITIES continued

- Investigates criminal complaints involving violations of Federal, State and local laws primarily involving, but not exclusively limited to, alleged drug violations; follows leads and develops suspects as part of an overall investigative process.
- Interviews victims and witnesses and interrogates suspects related to criminal investigations; obtains written, audio or videotaped statements where appropriate and in accordance to laws and departmental policies and procedures governing the rights of suspects and potential criminal defendants.
- Regular work attendance (ex. on time to work/court appearances, not abusing leave, time management).
- Perform such other duties as deemed necessary as directed by the Sergeant Detective or Lieutenant Detective.

POSITION COMPETENCIES

- Through working knowledge of generally accepted principles, practices and procedures of police work related to investigations of crimes and apprehension of criminal suspects.
- Knowledge of, and ability to effectively comply with, established laws, policies and procedures related to criminal and juvenile procedures.
- Possess a thorough, working knowledge and ability regarding crime scene processing and the collection and retention of evidence, including knowledge over relevant laws, policies and procedures.
- Possess a thorough, working knowledge and ability regarding the detention and arrest of persons suspected of criminal behavior, including knowledge over relevant laws, policies and procedures.
- Possess a thorough, working knowledge and ability regarding the interviewing and interrogating of witnesses and persons suspected of criminal activity, including knowledge over relevant laws, policies and procedures.
- Possess a thorough, working knowledge, and routinely demonstrate adherence to, established city and department policies and procedures.
- Possess a thorough, working knowledge of established state laws and city ordinances, with particular emphasis on drug violations and relevant sentencing guidelines.
- Ability to exercise sound judgment and employ critical decision-making abilities both during routine investigations and high-risk dangerous situations.
- Ability to produce highly detailed, accurate reports and paperwork in accordance with established laws, policies, standards and procedures.
- Ability to maintain strict confidentiality within all aspects of job duties and assignments.

EDUCATION / EXPERIENCE

- Certified Law Enforcement Officer with a minimum of five years continuous service as a full-time, sworn law enforcement;
- Degree from an accredited community college, college or university in Criminal Justice, Criminal Investigations, Crime Management or related field, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Advanced working knowledge of investigative practices and techniques including interviewing and interrogation practices; the identification, collection and processing of evidence; and the laws and practices governing custody, searches and seizures of persons and property.

PHYSICAL DEMANDS

The Criminal Investigator's physical job demands require occasional lift of 75 pounds floor to waist; occasional lift of 35 pounds from waist to shoulder; occasional carry of 75 pounds 10 ft; occasional carry of 75 pounds 50 ft; occasional horizontal push/pull force of 85 pounds; frequent horizontal push/pull force of 20 pounds; occasional grip force of 60 pounds; frequent grip force of 25 pounds; occasional pinch force of 6 pounds; frequent climb; frequent bend/crouch; occasional kneel / crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. PDC Level: Heavy

WORKING CONDITIONS

The Criminal Investigator encounters adverse working conditions relating to public law enforcement. Hazardous, strenuous and dangerous situations may arise in the apprehension of alleged criminals, interviewing suspects and/or victims under extreme conditions, and in the response to various emergencies and other situations. Exposure to human blood, body fluids, and other hazardous substances may occur. Adverse weather conditions when investigating may be encountered.

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