

MARSHALL COUNTY, ALABAMA

Job Description

INVESTIGATOR

Department: Sheriff's Department

Job Code: 753

Pay Grade: 110

FLSA Status: Non-Exempt

Reports To: Chief Investigator

JOB SUMMARY

The Investigator conducts investigations to prevent or solve crimes. Examines the crime scenes for evidence that might lead to the identity of the perpetrator and other factors important to the solution of a crime. Interviews witnesses and suspects as well as informants. Conducts surveillance and other activities in order to obtain evidence of criminal activity. Prepares case files, testifies in court, and before grand jury. Consults with supervisor as required by SOP or when needed. Assists other agencies as needed.

ESSENTIAL JOB FUNCTIONS

- Conducts preliminary investigation at crime scene.
- Makes visual search at crime scene for evidence related to a crime.
- Collects and preserves evidence.
- Interviews witnesses at the scene of a crime.
- Arrests suspect(s) at scene and transports to County jail for processing, as appropriate.
- Ensures that crime scene is secured to prevent unauthorized individuals from tampering with evidence.
- Conducts follow-up investigative activities.
- Reviews crime scene evidence and notes to identify possible suspects.
- Investigates known criminals for connection to crime.
- Performs covert investigative activities such as "stake outs".
- Prepares notes for use in case files and preparation for court.
- Prepares warrants and makes arrests or assists in arrests.
- Prepares case files for transcription.
- Conducts interviews with children, victims, witnesses, and alleged offenders.
- Prepares charges, response to charges, or other information for court cases in accordance with established procedures.
- Reviews case files with supervisor.
- Gives testimony in court.
- Gives testimony before grand jury.
- Communicates with victims regarding crimes and assists them through the court system.
- Performs a variety of activities to obtain evidence, preserve evidence, and assist other agencies.
- Assists other agencies by providing information or expertise.
- Instructs patrol officers on evidence handling.
- Serves on related committees and teams.
- Participates in raids and other focused activities.
- Provides information to lab personnel concerning the source of an item of evidence and test to be performed.
- Establishes and maintains surveillance activities to obtain information related to crime or criminals.
- Observes and photographs narcotic purchase transactions to obtain evidence for use in arrest and prosecution.

- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and two 2 years of experience as a law enforcement officer.

Licenses or Certifications:

- Completion of required training and certified as a law enforcement officer by the Alabama Peace Officer's Standards and Training Commission.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of digital and electronic equipment such as digital cameras, body wires, pinhole cameras, transmitters, repeaters, recorders, and computer software.
- Knowledge of Standard Operating Procedures.
- Knowledge of proper use of handcuffs, mace, firearms, 2-way radio, and fingerprint computer.
- Knowledge of proper law enforcement procedures in arrests, interviewing, and handling of prisoners.
- Knowledge of County, state, and federal rules, regulations, policies, and laws related to law enforcement and investigations.
- Knowledge of drugs and their effects.
- Knowledge of modern criminal investigation techniques and procedures.
- Ability to communicate both orally and in writing.
- Ability to read and comprehend laws, ordinances, policies, and procedures and appropriately apply them to work situations.
- Ability to understand oral instructions and directions.
- Ability to perform mathematical calculations related to investigations, with or without a calculator.
- Ability to write to the extent necessary to complete forms, reports, and case files.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public, victims, and witnesses to provide information in a polite and efficient manner both in person and on the telephone.
- Ability to obtain information through interview and interrogation.
- Ability to work independently.
- Ability to use a variety of digital and electronic equipment and procedures to obtain and correctly identify and categorize evidence.

PHYSICAL DEMANDS

The work is very heavy and requires exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, standing, stooping, walking, speaking at a level to convey information, talking at a level to exchange ideas, and shouting in order to be heard. Visual acuity at a level to view computer terminal, analyze data, inspect small objects, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in an office and environments that may involve crisis situations requiring major decisions involving people, resources, and property. Work is performed in a physically threatening environment that requires making life or death decisions. Work requires traveling between locations.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.