



<b>Job Title</b>	<b>Investigative Specialist</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>18492</b>

**Class Specification- Investigative Specialist**

<b>Summary Statement:</b>	
<p>The purpose of this position is to perform professional duties in support of the special victims section; assist with a variety of criminal investigations; and prosecution activities conducted by the police department and the District Attorney’s Office. This is accomplished by conducting videotaped victim and witness forensic interviews; assists in group staffing; collecting evidence; and preparing related police reports. Assisting in prosecuting criminal cases and testifying as an expert witness in court. Participates in community and interagency boards and committees as well as provides sexual assault prevention and education in schools and civic groups. Other duties include staying current of new trends and theories in the field of social work, forensic interviewing, and victim psychology; and collaborating with the community multi-disciplinary team in areas of child protection and victim advocacy.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Administers forensic interviews by interviewing children and adults who are victims or witnesses in criminal cases involving child sexual abuse. Incest, physical abuse, homicide, sexual assault, and domestic violence; utilizing specific forensic interview protocols; providing crisis intervention techniques for children and families; and knowledge of laws, court proceedings, and criminal statutes.
30%	Writes reports by creating detailed, grammatical, and factual documentation of forensic interviews with victim and witnesses that are permanent records of the Police Department; documenting and contact with individuals in investigations; knowledge of record management systems, mobile field reporting, computer use, and dictation software; and providing reports to the court system and other professionals in the community.
15%	Assists investigation detectives by conducting phone calls between victims, witnesses, and suspects; collecting evidence and preserving it; conducting photo line ups and telephone interviews; ensuring victim advocacy is provided; mandating victim’s rights notifications; assisting investigators in identifying victims and suspects and their locations; requesting records from outside agencies; and having knowledge of criminal codes and statutes.



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5%	Reviews cases and referrals by reviewing department referrals for criminal elements and need for investigations; managing and tracking cases; gathering detailed information from reporting parties and witnesses; referring families to appropriate outside agencies; and reviewing outside agency reports.
5%	Provides training and outreach by training new police recruits; training staff on protocols, child development, and victim's rights; participating in community boards, committees, and programs; training new investigative specialists; providing outreach services to community agencies; and participating in continued and ongoing training.
5%	Provides court testimony by interacting with District Attorney's Office for court preparation; interacting and maintaining positive relationship with attorneys, judges, victim advocates, families, department of human services, and other court personnel; providing expert testimony; and testifying accurately to interviews in all court arenas.

**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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<p><b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p>Education: Bachelor's degree from accredited college or university with major coursework in social work, behavioral sciences, criminal justice, or a related field.</p> <p>Experience: Three years of full-time responsible social work or criminal investigations experience involving the physical and sexual abuse of children. Two years of full-time responsible experience interviewing children.</p>
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<p><b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.</p>	
National Crime Information Center (NCIC) Certification	Within 3 months of start date
Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

<p><b>Supervision Exercised:</b></p> <p>Position has no responsibility for the direction or supervision of others.</p>
<p><b>Supervision Received:</b></p> <p>Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>

<p><b>Fiscal Responsibility:</b></p> <p>The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.</p>
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<p><b>Physical Demands:</b></p> <p>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</p>
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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Several times a month
Physical Hazards	Several times a month
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally

**Machines, Tools, Equipment, and Work Aids:** Computer, keyboard, telephone, fax machine, copier, scanner, video recording equipment, and Nextel cellular telephones.

**Specialized Computer Equipment and Software:** Microsoft Office, CJIS, LERMS, MFR, and Colorado Court Records.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014