

POSITION: Investigator
GRADE: 7N
CODE:

FLSA: Exempt
DATE: 1/99

Job summary: Develops leads, gathers evidence, and verifies information related to criminal cases; performs other duties as assigned.

Essential Functions:

1. Conducts criminal investigations of various types to include the investigation of crime scenes;
 2. Locates, screens, interrogates, and interviews witnesses;
 3. Screens, evaluates, and investigates polygraph applicants and recommends or disqualifies as appropriate;
 4. Prepares reports on witness behavior and statements;
 5. Takes photographs and prepares sketches;
 6. Provides diagrams, measurements and specific notes related to criminal investigations;
 7. Performs testing including breath tests and urinalyses to determine presence of drugs, alcohol, etc.;
 8. Transports evidence to the State Police Crime Laboratory;
 9. Transports prisoners to other detention facilities for security reasons as required;
 10. Serves arrest warrants as directed;
 11. Reviews criminal investigation reports prepared by other members of the department for completeness, accuracy and consistency;
 12. Trains and assists others with criminal investigations;
 13. Perform other duties as instructed and assigned.
-

Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of the methods, practices, techniques, and procedures of criminal investigations;
 2. Working knowledge of finger and foot printing, developing and lifting latent prints, and crime scene photography;
 3. Working knowledge of report writing, court procedure, rules of evidence, laws of arrest and law enforcement procedures;
 4. Working knowledge of criminal law, principles of parole, prosecution, criminology, psychology, and sociology;
 5. Working knowledge of forensic science work;
 6. Skilled at using laboratory equipment, field evidence collection equipment, and associated computer applications;
 7. Ability to communicate clearly and effectively both written and orally;
 8. Ability to organize facts in a suitable manner for presentation in court;
 9. Ability to deal with any situation with tact, diplomacy, understanding, fairness and good judgement;
 10. Ability to supervise others.
-

Education and Experience:

Cecil County Government
Investigator

1. Bachelor's Degree in Law Enforcement or related field/and or certification from the MPCTC or equivalent;
2. Two years experience as a police officer;
3. Court acceptable urinalysis operation;
4. Court acceptable polygraph operation certification;
5. Valid Driver's License;
6. Firearms certification;
7. CPR/First aid certification preferred.

Physical and Environmental Conditions: Work requires occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials, or walking/climbing or sitting/standing in a fixed position for extended periods of time.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.