



# CITY OF FAIRHOPE

## Uniform Job Description

Position Title: \_\_\_\_\_ Pay Range: \_\_\_\_\_  
 Department: Police Investigator Pay Grade: 23  
 Department: Police  
 Reports To: Sergeant of Investigation Effective Date: January 16, 2018  
 Division  
 Supervises: None Supersedes: \_\_\_\_\_

Approvals: _____	
Supervisor	Human Resources Director
_____	_____
Date	Date
FLSA Exempt: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### I BASIC PURPOSE OF THE POSITION

The purpose of this position is to investigate felonies and assist with investigations of serious misdemeanors or other crimes beyond the means/abilities of the patrol division.

### II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The Police Investigator is responsible for investigating felonies and assisting with the investigation of serious misdemeanors or other crimes beyond the means/abilities of the patrol division. Investigators are also responsible for processing crime scenes by fingerprinting, diagraming, and photographing along with performing other tasks necessary at crime scenes. The Police Investigator interviews witnesses, victims, and suspects, prepares case reports, testifies in court and performs patrol and other police-related duties.

### III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Investigates felonies and serious misdemeanors.
- Assists patrol division with investigations as needed. Completes necessary reports.
- Recognizes, collects, processes, and stores physical evidence for court use.
- Lifts fingerprints, draws diagrams, photographs and processes crime scene so it

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- can be reconstructed at a later date.
- Interviews victims and witnesses as needed and obtains written statement if possible.
- Conducts live line-ups or photo line-ups.
- Interrogates suspects within established procedure and obtains admissions or written confessions of guilt when possible.
- Exchanges information with other law enforcement agencies.
- Obtains warrants upon gathering sufficient evidence.
- Arrests suspect or requests assistance from patrol division.
- Prepares cases and testifies in court.
- Takes evidence to lab when needed.
- Prepares initial offense report and final case reports in timely manner.
- Prepares assigned cases for presentation to appropriate court.
- Assists patrol division when required due to manpower constraints or special functions.
- Takes appropriate action on observed suspicious/criminal activity.
- Makes arrest and completes appropriate report or controls scene until arrival of assigned patrol officer.
- Aids patrol division when in vicinity of dispatched crime in progress or traffic accident.
- Maintains assigned vehicle and keeps assigned equipment and personal gear in clean, working order.
- Promotes good public relations, cooperates with civic organizations, provides information and assistance to citizens when possible.
- Attends schools and seminars to increase knowledge and improve skills.

## **IV OTHER DUTIES AND RESPONSIBILITIES**

All other duties as assigned.

## **V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Verbal skills to communicate with supervisors, subordinates, co-workers, court personnel, media and the general public.
- Writing skills to clearly and neatly write comprehensive case records, and complete various reports, records and files.
- Reading skills to read and understand law directives, written reports and complaints, rules and regulations, policies and procedures.
- Basic knowledge of math for measuring crime scene and creating scale diagrams if needed.
- Skills to recognize and handle all types of behavior from the public.
- Supervisory skills to effectively motivate, lead, train, discipline and evaluate subordinates.
- Driving skills to properly and safely operate a vehicle under adverse conditions.
- Knowledge of jurisdiction, its buildings, and road system.

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- Knowledge of local, state, and federal laws and court procedures.
- Knowledge of department rules, regulations, policies and procedures.
- Ability to properly and safely use weapons.
- Knowledge of first aid.
- Knowledge of disaster and emergency procedures.
- Knowledge of principles, practices, and procedures of modern law enforcement.
- Ability to analyze situation and adopt quick, effective, and reasonable courses of action.
- Skills to operate radio and other office equipment.
- Ability to work independently without close supervision.
- Interview/interrogation skills to obtain statements from victims, witness, and suspects. Ability to translate statements into report format.
- Skills to lift fingerprints, draw diagrams, photograph crime scenes and use other investigative tools.

## **VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING**

- Maintain current Alabama P.O.S.T. certificate.
- Possess a valid Alabama driver's license and be insurable under the city policy to operate a city vehicle.
- Possess a high school diploma or equivalent.
- Appropriate knowledge, mental skills and abilities.
- Have education and/or experience deemed necessary, including investigative experience.
- High moral standards relative to community standards and the ability to maintain proper decorum both on and off duty.

## **VII EXTENT OF PUBLIC CONTACT**

Work as a Police Investigator requires regular public contact with a high degree of tact, judgment, and technical knowledge. It also requires constant contact with Court personnel, members of other Law Enforcement agencies, Coroner, and Forensic Sciences personnel.

## **VIII PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by a Police Investigator to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Operate a personal computer;
- Lift and carry light (up to 45 pounds) to heavy (160 pounds and over);

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- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening conditions;
- Communicate both orally and in writing;
- Reach, climb, and run;
- Use depth perception;
- Sit, stand, and walk for extended periods of time;
- Distinguish colors and smell;
- Acceptable eyesight (with or without correction);
- Acceptable hearing (with or without hearing aid);
- Pull, push, crawl, kneel, bend and stoop;
- Use of fingers and hands to write and fire/qualify with weapon;
- Strength to subdue a combative/resistant individual
- Body movement or mobility to pursue and detain fleeing individuals;
- Drive a patrol vehicle, occasionally at high speeds.
- Height/weight ratio must not adversely affect job performance.

## **IX WORKING CONDITIONS AND ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works inside and outside in various weather conditions, in day-night conditions under stressful and hazardous situations, endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

Employee must be willing to work overtime, non-standard hours, weekends and holidays; willing to travel to attend seminars, schools, and various meetings; willing to comply with the following standards: clean, neat attire, properly maintained weapon and equipment and appropriate business attire at discretion of supervisor.

The noise level in the work environment is usually moderate.

*This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.*