

MAJOR FUNCTION

This is technical work in the investigation of criminal offenses and related problems. Work is performed under direct supervision and in accordance with established rules and procedures. Assignments are received from a superior officer and are usually specific. Advice and assistance are available in unusual situations. Work is reviewed through accomplishments, inspection, and submitted reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Participates in investigations of all types of crimes. Reads and reviews assigned offense reports and evaluates case information for applicable charges and/or prosecution. Collects, identifies, evaluates and preserves evidence. Participates in surveillance activities. Interviews and interrogates witnesses and suspects and obtains sworn statements. Verifies information and accuracy of statements. Gathers, prepares, and maintains information and files concerning criminal activities, statistics, and trends. Maintains communication with outside agencies. Examines crime scenes for items of evidentiary value. Obtains and executes arrest and search warrants. Prepares written reports of complaints and investigations. Coordinates and compiles evidence and related items for case preparation. Testifies in court. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

Other Important Duties

May conduct staff inspections to ensure compliance with department policies and procedures. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of police work. Considerable knowledge of federal, state and local laws and ordinances governing local police work. Considerable knowledge of investigative techniques and methods. Ability to work with some degree of independence; execute difficult oral and written directions; prepare clear and comprehensive reports; react quickly and calmly in emergency situations; execute duties firmly, tactfully and impartially. Skills in the use and care of firearms and in the operation of motor vehicles, electronic surveillance equipment and computer operations and applications necessary for successful job performance. Ability to establish and maintain effective working relationships with other employees, other law enforcement officers and the general public.

Minimum Training and Experience

Possession of an AA or AS degree; or successful completion of ninety (90) quarter hours or 60 semester hours of college.

Necessary Special Requirements

Must be at least 19 years of age, a citizen of the United States and must not have a criminal record.

Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.

Must reside within 35 miles of the intersection of Monroe and Tennessee Streets in Tallahassee.

Must possess a valid Class E State driver's license.

10-17-03*
06-03-09
04-07-18