



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Investigator</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u>
	(Please check one)	
<b>REPORTS TO:</b> <u>Captain</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> 400	

### **DEFINITIONS:**

With general supervision, evaluates officer reports, determines case approach, develops and follows leads, collects physical evidence, and arrests suspects for felony cases, and coordinates case preparation with Prosecuting Attorney's Office.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Investigates assigned cases; prepares reports for arrest warrants for investigations; files search warrant returns with Circuit Clerk; assists in investigations by interviewing witnesses, victims, suspects, family members and other individuals; searches crime scenes; conducts follow-up activities to clear cases; locates and recovers evidence and stolen property; arranges for lab testing of evidence.

Interacts with other law enforcement agencies, maintains working relationships with area victim advocate services; communicates with news media as to the status of cases; testifies in preliminary, suppression, and civil and juvenile hearings, depositions, bench/jury trials and grand juries.

Reviews files, criminal records, and reports; maintains monthly statistical information on all cases; reviews all reports written by field officers and assists in preparing documents for court.

**MINIMUM QUALIFICATIONS:**

1. Considerable knowledge of the principles and practices of law enforcement.
2. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Considerable knowledge of the policies and practices of the Boone County Sheriff's Department.
4. Considerable knowledge of the criminal justice system in the State of Missouri.
5. Considerable knowledge of the court system in the State of Missouri.
6. Skill in interviewing witnesses and victims.
7. Skill in interacting with people of different social, economic, and ethnic backgrounds.
8. Skill in communicating with violators and mediating difficult situations.

**MINIMUM QUALIFICATIONS:**

Possession of Missouri Peace Officer Certification; high school diploma or GED, and three years experience in law enforcement, including three years supervisory experience; must have clear criminal record (excluding traffic violations).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)