



## POSITION DESCRIPTION

**Position Title:** Investigations Specialist, Police Department

**Reports to:** Detective Sergeant

**Status:** Regular Full-Time, Non-Exempt

**Grade:** VI

**Hours of Work:** Primarily Day Shift; occasional night and evening

### **Statement of Duties**

Civilian position responsible for supporting law enforcement investigations by conducting research, gathering and analyzing information, and assisting detectives with case-related tasks. This role enhances the efficiency of criminal investigations while ensuring compliance with legal and departmental policies.

### **Supervision**

Employee works under the general supervision of the Detective Sergeant. Employee plans and carries out regular work in accordance with standard practices and previous training, with considerable responsibility for determining the sequence and timing of action and substantial independence in planning and organizing work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor, but ordinarily the employee plans the work and carries it through to completion independently. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has regular access, at the departmental level, to a wide variety of confidential information, including police reports of a sensitive nature, criminal and internal investigations, property and/or evidence records and court records.

### **Job Environment**

Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents that may be complex or conflicting at times. Judgment is used in analyzing specific situations to determine appropriate actions and can be stressful.

Errors can result in missed deadlines, adverse public relations, monetary loss, legal repercussions, evidence being inadmissible at trial, jeopardizing programs, and risk loss of the Department's accreditation status.

Position has interactions mainly with internal co-workers and requires ordinary courtesy and tact. Employee interacts with co-workers to give and receive information regarding work. Contacts with the public are required on a regular basis dependent on the nature of assigned cases, assignments, and projects. Other contacts may be with governmental agencies and possibly vendors for the purpose of giving or receiving information and assistance in coordinating work.

### **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.*

#### **Essential Functions**

1. Assist in processing, organizing, and managing case files, reports and evidence documentation.
2. Conducts interviews, debriefings, neighborhood canvases and shop reviews.
3. Prepares comprehensive investigative reports.
4. Prepares search warrants, subpoenas, and court orders, as instructed.
5. Gathers and analyzes data from various sources and databases.
6. Provides administrative support to assist sworn staff for various licenses.
7. Responds to Freedom of Information Act requests, as assigned.
8. Maintain and track digital evidence, ensuring proper chain of custody procedures are followed.
9. Performs related duties as assigned.

### **Physical and Mental Requirements**

Employee works in an office environment and is required to sit, talk, see, listen/hear, use hands, walk, stand, stoop, kneel, crouch, and reach while performing duties. Employee occasionally lifts up to 30 lbs., and seldom lifts up to 60 lbs. Equipment operated includes office machines, computers, dolly, cart, and incinerator.

### **Occupational Risk**

Duties generally do not present occupational risk. Injury could occur, however, through employee failure to properly follow safety precautions or procedures.

### **Education and Experience**

A candidate for this position should have a High School diploma or equivalent. Five years in police or municipal government experience or equivalent required. CALEA experience and Illinois Law Enforcement Training and Standards Board (ILETSB) Basic Investigator preferred.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- General knowledge of Local, State and Federal Criminal Statutes
- General Practices related to Law Enforcement to include the applicable rules, regulations, and case law
- Working knowledge of Police Department operations
- Modern office practices and procedures
- Servant leadership practices and principles
- General knowledge of law enforcement records management systems

Skill in:

- Strong analytical and problem-solving skills
- Use of computer software programs and applications
- Organization and time management

And the ability to:

- Maintain accurate, detailed records and information
- Prioritize work and perform multiple tasks simultaneously
- Work independently and as a team member
- Identify core issues when problems arise, identify solutions, and recommendations.