

## City of Grand Rapids Job Description

**Job Title:** Investigator  
**Department:** Police  
**FLSA Status:** Non-exempt  
**Approved By:**  
**Approved Date:** Draft

### Summary:

The Police Investigator is an assigned position, assigned by the Chief of Police, and works under the direction of the Investigations Captain. The Police Investigator (Investigator) conducts investigations of crimes and deaths, writes and serves search warrants, gathers evidence, conducts interviews and processes crime and death scenes. The Investigator assists in maintaining the department property/evidence room, maintaining a record of chain of possession. The Investigator does not normally exercise supervision over other department employees but will work with and will provide direction to other department members, including uniform officers, in coordinating investigations. The Investigator prepares appropriate documentation to make arrests and works closely with prosecuting attorneys in the charging process and preparing criminal investigations for court.

uding uniform officers, in coordinating investigations. The Investigator prepares appropriate documentation to make arrests and works closely with prosecuting attorneys in the charging process and preparing criminal investigations for court.

, in coordinating investigations. The Investigator prepares appropriate documentation to make arrests and works closely with prosecuting attorneys in the charging process and preparing criminal investigations for court.

### Duration:

The duration of this assignment will be four (4) years from the date of Police Chief appointment. At the end of each four-year assignment, the officer is eligible to reapply for the position.

### Essential Duties and Responsibilities:

The duties listed are intended only as illustrations 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 that position. Other duties may be assigned.

- Performs skilled investigative work involving reported crimes against persons or property, with minimal supervision.
- Interviews complainants, witnesses, suspects, and victims.
- Serves court orders, including arrest warrants and search warrants.
- Locates suspects and makes arrests.
- Prepares search warrants.
- Assists uniformed personnel with investigations.
- Searches crime scenes and secures.
- Exchanges information with other law enforcement agencies.

- Preserves packages, , submits and follows-up on crime laboratory evidence analysis.
- Conducts thorough, detailed investigations, conferring with prosecutors and submits cases for prosecution review.
- Testifies in court.
- Assists in preparing or presenting evidence in court.
- Attend autopsies as required.
- Assists in providing training to department members in the area of criminal investigations and case law.
- Maintains availability for consultation on major crimes and emergencies.
- Is reasonably available to respond to significant crimes/death scenes while off-duty.
- Responds to reported crimes and calls for service, assisting uniformed officers, as over-all department call rate dictates.
- Conducts surveillance.
- Investigates drug crimes.
- Maintains department equipment, supplies, and facilities.
- Works as a uniformed patrol officer as needed.
- Assists with community outreach efforts.
- 
- Conducts background investigations of prospective city employees, liquor license applicants, and others, as may be required.
- Other duties as assigned.

#### **Knowledge, Skills, Abilities and Competencies:**

The requirements listed below are representative of the knowledge, skill, ability and competency sets required to complete the essential functions at a satisfactory level.

- Knowledge of Minnesota Statutes, Grand Rapids City Code and relevant criminal case law.
- Knowledge of Minnesota Criminal Procedure, Rules of Evidence, Search and Seizure.
- Knowledge of and the ability to apply in day-to-day operations, protections provided citizens by the United States Constitution.
- Knowledge and ability to apply modern police investigative techniques.
- Ability to conduct complete, thorough criminal investigations, in a timely manner, documenting facts and evidence in written, visual and audio form.

- Knowledge of crime scene processing and ability to properly process crime and death scenes.
- Ability to develop police informants.
- Demonstrated ability to establish effective working relationships with other department members, peers and supervisors.
- Ability and demonstrated competency in working as a contributing member of a law enforcement team.
- Knowledge of and ability to use computers and data bases, including local, state and federal data bases.
- Knowledge of processes and procedures used in the investigation of drug cases.
- Ability to prioritize activity, investigations and complete them in a timely manner.
- Demonstrated competency in interviewing witnesses, suspects and victims in delicate situations to obtain necessary information regarding observations and actions.
- Ability to work with minimal supervision in the investigation of criminal cases.
- Demonstrated timeliness in responding to citizen requests for information, including in person, e-mail and by telephone.
- Demonstrated history of following department policy regarding integrity, honesty and credibility.
- Ability to work long and irregular hours, including weekends, evenings and holidays.
- Ability to work collaboratively with other law enforcement agencies, social service agencies and prosecutors in investigating criminal matters.
- Skill in communicating in verbal and written form.
- Skill in the use of computers, cameras, recorders, first-aid equipment, cell phones, police vehicles, radio firearms and other tools as required.

Demonstrate a willingness to attend advanced trainings such as First Witness, the BCA Investigative Certificate courses, and other relevant courses.

**Education / Experience:**

In addition to meeting the minimum requirements for a Minnesota Peace Officer, a Grand Rapids Police Investigator must:

- Have a minimum of three years full-time experience as a peace officer at time of appointment.
- Have a minimum of two years full-time experience as a Grand Rapids Police Officer at time of appointment.
- Possess and maintain a Minnesota Peace Officer License to practice law enforcement as issued by the Minnesota Board of Peace Officers Standards and Training.
- Minimally possess an Associates of Arts Degree from an accredited college or university.
- Have a valid Minnesota Driver's License.
- Maintain certification as an Emergency Medical Responder

### **Physical Demands:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Essential functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit or run for a prolonged period of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance, regularly push, pull, lift, and/or carry light to moderate weights; wear a police utility belt; operate law enforcement and general office equipment including computers; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate a vehicle; ability to operate firearms, TASER, knives, impact weapons and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction.

The above duties are intended only as illustrations 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 the position.

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*