

# City of Lake City, FL

## Classification Description

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Classification Title: POLICE INVESTIGATOR  
Department: POLICE

Pay Grade: 12  
FLSA Status: Non-Exempt

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### General Description

This is a Police Officer position performing technical police work assignment in the investigation of criminal offenses, accidents and related areas. Work is performed under the direction of a Police Sergeant over Criminal Investigation Division (CID).

### Nature of Work

#### Essential Functions:

- Participates in investigations of all types of crimes. Collects and preserves information and evidence. Conducts searches.
- Participates in gathering intelligence information. Checks sources of information. Checks truth and accuracy of statements.
- Examines crime scenes for clues and latent fingerprints.
- Interviews witnesses and interrogates suspects; takes statements; attends and testifies in court.
- Obtains warrants and subpoenas.
- Identifies and recovers stolen property.
- Prepares written reports of complaints and investigations.
- Conducts undercover investigations and surveillance.
- Conducts pre-employment background checks.
- Conducts departmental training. Attends specialized training.
- Performs work found in the Police Officer job description.
- Maintains sex offender list (SOAP)
- Coordinates w/banks to ensure that alarm protocol is followed
- Maintain inmate release records.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses computers for word processing and/or accounting purposes. Uses or operates investigative and surveillance equipment.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of approved principles and practices of police work;
- Knowledge of laws and ordinances governing local police work;
- Ability to work with some degree of independence;
- Ability to execute difficult oral and written directions;
- Ability to prepare clear and comprehensive reports;
- Ability to react quickly and calmly in emergencies;
- Ability to execute duties firmly, tactfully, and impartially;
- Ability to establish and maintain effective working relationships with other employees, other law enforcement officers, and the general public;
- Skill in investigative techniques;
- Skill in use of police equipment;
- Skill in use and care of firearms; and
- Skill in operation of motor vehicles.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED), supplemented by course work in modern police work and investigative techniques, and at least one (1) year as a Police Officer. Must be a Certified Law Enforcement Officer with the State of Florida. Must possess a valid Florida Driver's License.

## **ESSENTIAL PHYSICAL SKILLS**

- Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and live threatening situations
- Reaching, pulling, pushing, smelling, climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

- Ability communicate both orally and in writing
- Depth perception, distinguish colors
- Driving

**Environmental Conditions:**

- Works inside and outside in various weather conditions
- Works day and night conditions under stressful and hazardous situations
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature