

Bonner County Job Description



JD Approved by BOCC: 11.6.2018

Title: Investigator/Forensic Interviewer

Department: Prosecutor

Supervisor: Elected Prosecutor

Supervision Exercised: No

Job Description Revision: October 2018

Posting Title

Investigator / Forensic Interviewer

General Summary

The Criminal Investigator/Forensic Interviewer is an Idaho POST Certified Law Enforcement Officer, having full arrest duties and powers, operating as the Law Enforcement extension of the Prosecutor, to assist in the resolution of cases and the successful prosecution of criminal defendants. The incumbent will be responsible for adherence to the Multi-Disciplinary Team (MDT) protocol, Forensic Interviewing of children and will work with the Child Advocacy Center (CAC) as a Forensic Interviewer when requested.

Essential Functions

1. Assists the County Prosecutor and Deputy Prosecutors in following up and gathering pertinent information by conducting investigations and preparing cases for trial.
2. Identifies significant case factors and recognizes solutions for moderate to complex cases.
3. Conducts extremely delicate and sensitive investigations involving crimes against children.
4. Conducts Child Forensic Interviews involving children who are the victims of sexual and physical abuse, utilizing a nationally recognized Child Forensic Interview protocol.
5. Conducts thorough interviews of victims, witnesses, related persons, involved parties and other Law Enforcement officials.
6. Identifies undiscovered subjects, witnesses, victims, clues, or evidence which supplements and strengthens a case.
7. Writes detailed report narratives.
8. Transports and provides security for Attorneys, victims, victim advocates, witnesses, additional Court staff and other such persons required at or near the Court House/Prosecutor's Office for Court proceedings.
9. Escorts Prosecuting Attorney's on interviews and crime scene visits.
10. Is available for emergency call-outs 24-7, at any and all hours of the day, night, weekends, or holidays for immediate response to situations.
11. Provides information and updates regarding case status and Court proceedings to victims of crime and their families.
12. Serves on the Multi-Disciplinary Team (MDT) with the Child Advocacy Center (CAC) of the Prosecutor's Office to ensure the greatest advantage to the successful outcome of physical and sexual crimes against children.
13. Maintains and improves Child Forensic Interviewing skill set by continued training and peer review in accordance with National accreditation standards.
14. Assists in identifying victim needs and provides recommendations to other CAC staff and collaborating MDT partners for follow-up actions.
15. Performs other duties as assigned.

Secondary Functions

1. Communicate effectively both orally and in writing with the public, peers and other officials.
2. Demonstrate effective customer service and interpersonal skills.
3. Evaluate and analyze victim, witness, customer needs to provide exceptional customer service.
4. Provide community resource referrals for services outside the mission of the Prosecutor's Office and/or CAC.
5. Incumbent will be responsible to maintain the Idaho POST requirements for continued in-service training and qualifications as specified in IDAPA rules.

Specifications

1. Must possess Idaho Peace Officer Standards and Training (POST) Supervisory certification equivalent to a Supervisor, or Management Certificate, or higher.
2. Must possess a minimum of twelve (10+) years of Law Enforcement experience with at least five (5) years serving as detective or investigator.
3. Must have education, training and experience in a nationally recognized child forensic interview protocol.
4. Incumbent must have no prior Felony convictions.
5. No previous criminal convictions involving any manner of firearms, or explosives.
6. No Misdemeanor convictions involving domestic violence, violations of no contact orders, stalking, harassment, or intimidation.
7. No Misdemeanor convictions involving crimes against persons not related to domestic battery, such as assault, or battery.
8. No Misdemeanor drug convictions, regardless of time lapse.
9. No Misdemeanor traffic convictions within the last fifteen (15) years, such as DUI, etc.
10. No Misdemeanor convictions not already stated of any kind within the last fifteen (15) years.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine sedentary work; regular walking, occasional crouching, grasping, stooping and reaching. Frequent lifting, pushing and pulling in weights of 40 pounds. Incumbent is often subject to socially hostile environments involving high levels of tension and stress. May require working odd hours, long hours and extensive driving in the local area or throughout the county.

Disclaimer This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

(signature needed upon hiring and transfer/promotion only)

Please Print Name: _____