

INTERNAL INVESTIGATOR II and III

CODES/PAY RANGE

Class Code: (II) 3157	EEO Code: D	Pay Range: 313
Class Code: (III) 3158	EEO Code: C	Pay Range: 314

MAJOR FUNCTION

Highly responsible special investigative work performing in the Internal Affairs Division of the Sheriff's Department.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Conducts internal investigations for alleged violations of department policies and procedures as directed by the Sheriff.

Conducts investigations on all civil liability suits against members of the Sheriff's Department.

Writes all correspondence for the Sheriff as it pertains to Internal Affairs matters.

Coordinates closely with the legal staff in matters concerning Internal Affairs and the department/personnel.

Conducts in-depth background investigations on new applicants for sworn positions within the department (includes polygraph). Conducts in-depth background investigations on new applicants for civilian positions within the department (includes polygraph).

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern methods and practices of detection and investigation and identification. Knowledge of laws, ordinances, rules and regulations effective in the County, including those related to arrest and evidence. Knowledge of Florida Statutes, departmental and County policies, procedures, and practices.

Ability to obtain information through interview, interrogation, and observation. Ability to observe situations analytically and objectively.

(Internal Investigator continued)

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED. Basic and advanced internal affairs training.

INVESTIGATOR II - Two (2) years of experience in the patrol division and two (2) years of experience in the investigation division.

INVESTIGATOR III - All above qualifications plus one (1) year as an Investigator II.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.