

Job Class Code: 7017	FLSA Status: Non-Exempt
Pay Basis: Annual (Salaried)	EEO Category: 2

GENERAL DESCRIPTION

The primary purpose of this job classification is to provide the Commonwealth’s Attorney Office with independent investigations on various matters to include, but not limited to, officer involved shootings, criminal misconduct of law enforcement personnel, supporting Assistant Commonwealth’s Attorneys in the further investigation of cases, and other matters that require an independent perspective. The class will conduct investigations; locate and interview witnesses; gather and maintain evidence; monitoring and reporting on the conduct of police personnel in court and maintaining files for preparation of associated reports. This class independently plans and reports through periodic meetings and conferences.

TYPICAL TASKS

- Provides independent investigations of officer involved shootings, criminal misconduct of law enforcement personnel and other matters that may require an independent perspective.
- In criminal cases initiated by the Commonwealth’s Attorney Office, prepares, reads and testifies at criminal cases to the Grand Jury; reviews case reports for Grand Jury testimony.
- Provides assistance in locating witnesses (particularly in cases that are dated or delayed in getting to trial); serves witness subpoenas when needed.
- Provides assistances in interviewing uncooperative witnesses and/or victims.
- Assesses the legitimacy and value of information from inmates who send correspondence directly to the Commonwealth’s Attorney Office, as well as reviewing jail phone calls made by inmates.
- Investigates threats against witnesses.
- Conducts preliminary investigations of potential jurors to assist the attorneys in the jury selection process.
- Assists in recovering restitution for victims by locating persons not paying the court ordered restitution.
- Investigates ongoing or closed cases, as directed, in order to assist prosecutors preparing cases for trial, and provide an independent perspective of any matter.
- Reviews old cases with outstanding warrants to assess the viability for prosecution if warrant is served.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of civil and criminal papers; knowledge of the processes and procedures of court proceedings and other assigned court ordered actions; knowledge of the procedures and policies of prosecution of criminals; knowledge of the principles and
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	practices of general law enforcement work; knowledge of federal, state and local laws pertaining to law enforcement work.
Skills	Skilled in the use of firearms and other law enforcement equipment.
Abilities	Ability to use sound judgment to act quickly and effectively; ability to express ideas effectively orally and in writing; ability to exercise tact, courtesy, firmness and fairness in contact with the general public; ability to establish and maintain effective working relationships; ability to compare and/or judge the readily observable, functional, structural or compositional characteristics of data, people or things; ability to read a variety of reports and records.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires an associate’s degree or equivalent; bachelor’s degree preferred.
Experience	In addition to the educational requirements, this position also requires a minimum of 10 years of experience investigating criminal matters and working with law enforcement personnel.
Special Certifications and Licenses	Requires a valid drivers license and a driving record that meets that City Driving Standards policy; VCIN/NCIC certification is preferred.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.