



## HARRISON COUNTY SHERIFF'S OFFICE JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** Investigator

**DIVISION:** CID

**CLOSING DATE:** January 9, 2019

**INSTRUCTIONS FOR APPLICANTS:** You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

**HARRISON COUNTY SHERIFF'S OFFICE**  
**Law Enforcement Job Description**

<b>Position Title:</b> Criminal Investigator	<b>Base Salary:</b> \$38,736 annually
<b>Supervised By:</b> Division Captain	

**ESSENTIAL FUNCTIONS**

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Criminal Investigator will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions of an Entry Level Officer*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of Criminal Investigator in the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Criminal Investigator who is no longer able to comply with the requirements of the Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

**SPECIFIC DUTIES:**

In addition to the general duties required, this position will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Chief Deputy. This position will:

1. Investigate crimes, or possible crimes, as referred by residents, supervisory personnel, fellow officers, and other law enforcement agencies;

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2. Investigate or report for follow-up action crimes or possible crimes personally observed by the investigator;
3. Research and study federal, state, and local statutes related to law enforcement issues, and current case law that impacts the investigative function;
4. Interpret and apply laws and regulations to investigative and enforcement situations;
5. Analyze and evaluate large amounts of facts and evidence to formulate defensible investigative conclusions;
6. Develop and maintain skills, tactics, methods and procedures required of a professional criminal investigator;
7. Prepare, submit for magistrate approval, and execute search and arrest warrants;
8. Conduct interviews of witnesses and potential witnesses;
9. Conduct interrogations of suspects;
10. If trained and proficient in the technique, conduct polygraph, voice stress analysis, or kinesics interviews;
11. Establish and maintain liaison with other agencies, including the juvenile and adult probation authorities;
12. Supervise and secure crime scenes, when applicable;
13. Prepare and document thorough, legible, accurate, and professional investigative reports;
14. Develop and manage confidential informants;
15. Maintain surveillance over persons and places involved in investigations;
16. Confer regularly with immediate supervisor concerning investigations and administrative matters; &
17. Any other duties assigned by the Lieutenant of the Division.

#### **CHAIN OF COMMAND:**

This position reports and is accountable to the Division Lieutenant. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

#### **EDUCATION AND EXPERIENCE:**

1. All sworn officers will comply with the position requirements listed under *General Duties and Position Requirements for Sworn Officers*;
2. Have a high school diploma or equivalent (GED);
3. Three [3] years of full time experience as a Certified Law Enforcement Officer;
4. Have successfully completed required Mississippi Law Enforcement Basic Certification Course;
5. In lieu of these qualifications, a combination of other training and experience may be considered.

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