



CRIMINAL INVESTIGATOR

Department: Prosecutor's Office
Job Class #: 215600
Pay Range: Professional 11

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is advanced and technical investigative work related to serious felony cases being prepared for trial by the Pierce County Prosecutor's Office with emphasis on the evidentiary and legal issues crucial to successful prosecution. An employee in this classification is responsible for complex field and in-house investigations requiring a high degree of skill and experience in murder, armed robbery, aggravated assaults/rapes, white collar or organized crimes, fraud, embezzlement schemes, official misconduct/corruption cases, officer involved death investigation and internal affairs investigations. Incumbents also assist law enforcement agencies with unsolved murders, drafting warrants and court orders and perform other specialized investigative tasks. The Criminal Investigator also acts as liaison with law enforcement community and coordinates the activities of detectives, the Medical Examiner's Office and the State Crime Laboratory's use of forensic investigative techniques and equipment in major case preparation. This employee will not supersede or replace the duties and responsibilities of the lead Detective in criminal cases. Work is performed with considerable latitude and use of independent judgement. Assignments are issued and work is reviewed by the Chief Criminal Investigator.

TYPICAL DUTIES/RESPONSIBILITIES

Conduct lengthy and complex special investigations in the office and field under minimal supervision.

Review and investigate serious felony cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution.

Work under deadlines, set priorities and balance the management of a caseload while remaining responsive to urgent investigative needs from the various trial teams.

Conduct detailed criminal case analysis following the arrest and charging of a suspect, with emphasis on counteracting specific legal defenses.

Provide review and/or analysis of fraud, white collar crime, forgery or special inquiry court cases as requested.

Make recommendations to trial DPAs concerning additional investigative options to enhance prosecutorial efforts.

Assist in case reviews or plea negotiations with defense attorneys as requested by DPAs.

Effectively convey investigatory findings, both orally and in writing.

Obtain written or tape-recorded statements, depositions, or admissions.

Locate and contact reluctant, or absent, victims and witnesses. Serve subpoenas as required.

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Locate and debrief defense witnesses that may be hostile to the prosecution.

Provide for witness or victim preparation and management, including transportation as necessary.

Locate and interview those listed on defense witness lists.

Respond to, and follow up on, out of state subpoena requests.

Obtain, enhance, prepare or present exhibits or other evidence in court as required.

Prepare, submit, and follow-up on Washington State Patrol Crime Laboratory requests.

Recognize, preserve and handle physical evidence in a manner that protects its value and establishes a chain of custody.

Research law enforcement, court, military, DOC, WASIC, WSIN, NCIC, FBI, DEA, ATF, and other criminal history or intelligence resources.

Gather and record support data and information for subpoenas, court orders, and warrant affidavits. Assist in the development, drafting, swearing, and serving of such documents. Assist other agencies in their preparation as requested.

Coordinate closely with the Medical Examiner assigned to handle officer involved death investigations. Attend autopsies as required.

Act as an investigative coordinator in major cases involving two or more law enforcement agencies.

Conduct sensitive investigations into allegations of official misconduct or violations of law by public officials or police officers.

Conduct internal affairs investigations as required.

Provide detailed background investigations and interviews of prospective employees of the Prosecutor's Office. Prepare and submit related reports.

Take an active role in providing legal and investigative training to the police and prosecutors.

Perform other related tasks as required.

SKILLS, KNOWLEDGE AND ABILITIES

Comprehensive knowledge of investigative planning, coordinating, techniques, and practices.

Knowledge of investigative practices unique to fraud, white collar crime, forgery, embezzlement, aggravated assaults/rapes, official misconduct/corruption cases, officers involved death investigation, murder, armed robbery, and internal affairs investigations.

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Knowledge of specific elements involved in Title 9a of the Revised Code of Washington and the ability to interpret facts and issues relevant to the prosecution and remain informed of charging legal requirements established through the various state and appellate court rulings.

Knowledge of the practices and procedures involved in the service of out of state subpoenas.

Knowledge of the proper methods of handling and preserving physical evidence and working knowledge of the policies and procedures of Pierce County Property Room.

Thorough knowledge of the procedures and forensic capabilities of the Washington State Crime Laboratory and the policies and procedures of the Pierce County Medical Examiner's Office.

Knowledge of and security clearance access to the law enforcement, court, military, DOC, WASIC, WASIN, NCIC, FBI, DEA, ATF, and other criminal history resources.

Knowledge of the legal requirements for subpoenas, court orders, warrant affidavits, and the processing of related legal documents with the court system

Knowledge of pre-employment background investigation techniques and recognize crucial character flaws and communicate findings objectively.

Considerable ability to analyze complex situations, problems and data, and use sound judgement in making decisions and drawing conclusions.

Ability to analyze police reports and recognize legal and investigative issues relevant to the prosecution.

Ability to be self-motivated, work independently, prioritize tasks and time management, and to produce work products with little or no supervision.

Ability at a variety of analytical and charting skills such as link analysis, telephone toll analysis and event flow charts.

Ability to identify and accomplish those investigative functions not commonly performed by law enforcement, and deemed necessary by the prosecution.

Ability to verbally articulate complex facts and relationships in detail or summarize and write clearly, concise and legibly, and to testify in court in an objective, concise, and professional manner.

Ability to take rapid, accurate notes and/or operate audio or video tape recorders.

Ability to locate and establish rapport with individuals from diverse backgrounds who are reluctant to cooperate or provide desired information or testimony.

Ability to schedule, transport, and marshal witnesses for trial.

Ability to produce or obtain reports, graphs, charts, photographs or other evidence and exhibits.

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Ability to obtain various legal court documents such as, subpoenas, court orders and warrant affidavits and prepare related information for presentation to a judge.

Ability to work with local, state, federal and other related agencies in providing or assisting in major investigations.

Ability to plan, develop, implement, and provide law enforcement training programs to prosecutors, law enforcement agencies, and other related agencies.

Skill in the use of various office equipment such as, computer, typewriter, word processor, copy machine, camera, and tape recorder.

RECRUITING REQUIREMENTS

A Bachelors Degree from an accredited college or university with a major in Criminal Justice or related field and four or more years of advanced Criminal Investigative experience with a federal, state, or local law enforcement agency. Additional education or experience may substitute for the recruitment requirements. Possession of, or the ability to obtain, a valid Washington State Driver's license.