

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Criminal Investigations Specialist  
**FUNCTIONAL AREA:** Police Department

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### WORK OBJECTIVE:

Under general direction, the purpose of the position is to perform criminal investigations for cases not requiring a sworn Law Enforcement Officer, e.g., delayed auto theft, criminal mischief, fraud. Employees in this classification are responsible for ensuring the preservation and processing of all evidence and property relevant to the investigation. Position is responsible for analyzing and preparing various activities reports and crime statistics. Work includes assisting Detective investigations, e.g., Pawntrack, Autotrack, Driver's License photos, CAD.

### ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Analyzes, investigates and prepares reports on assigned investigations, e.g., assault, injury, harassment, burglary, vandalism.
- Prepares, reviews and analyzes case reports to ensure comprehensive and accurate documentation for prosecution.
- Contacts and interviews victims of non-emergency crimes to investigate crimes and complete supplemental reports as necessary.
- Determines justification for arrest in criminal investigations.
- Files fraud cases with State Attorney's Office once investigation activities are complete and probable cause exists.
- Conducts background checks and completes appropriate paperwork for job applicants; conducts telephone and personal interviews.
- Utilizes various software applications, databases and internet sites, e.g., CAD, Autotrack, Pawntrack, FCIC/NCIC, CJ NET, BSO PICS.
- Enters data into CAD database.
- Maintains active communication with departmental personnel and individuals involved with investigations.
- Prepares and distributes weekly Field Interview Cards to Detectives.

## **Criminal Investigations Specialist**

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

High School Diploma or GED; supplemented by an aptitude for public relations as they relate to interacting with victims/witnesses, and investigation skills, some investigative experience preferred; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Knowledge of pre-established departmental, State and Federal policies, procedures and regulatory requirements applicable to the work; knowledge of current laws governing investigations.

Ability to understand and follow written and oral instructions.

Ability to perform highly responsible work maintaining the integrity and security of police evidence/property.

Ability to read, update, analyze and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with law enforcement personnel, supervisors and general public.

Ability to work independently with minimal supervision.

Ability to operate an automatic and standard transmission vehicle.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

### **ENVIRONMENTAL REQUIREMENTS:**

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in outdoor environments and include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. These tasks may include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.