Job Title: Police Investigator

Reports to: Police Chief
Department: Police Department
Number of Days: 12 Months
Compensation: Hourly Grade TS 9
Overtime Status: Non-Exempt
Date Job Revised: May 17, 2010

Position Summary: Under general supervision of the Police Chief investigates alleged or suspected civil or criminal violations of federal and state laws, local statutes and ordinances, and District regulations; examines scene of crime; locates, collects, identifies, and maintains custody of evidence; interviews victims, witnesses, and potential suspects; verifies information obtained to establish accuracy and authenticity of facts; determines if evidence is sufficient to recommend prosecution; reports critical information to and assists governmental law enforcement agencies when applicable.

Qualifications/Job Requirements:
    Education:
- High School Degree or GED

    Specialized Knowledge, Licenses, etc:
- State of Oklahoma certification for a police officer through the Council of Law Enforcement Education and Training (CLEET)

    Experience:
- 10 years of experience as a certified police officer with at least 3 years as a police investigator or in an investigator classified position

    Specific Training/Skills:
- At least 100 hours of CLEET approved training with at least 12 hours of that training being focused on investigations and investigative techniques.
- Able to effectively communicate with all persons regardless of socio-economic status or who are from different backgrounds, particularly those who are in a highly stressful emotional state

    Physical Requirements (If Applicable):
- Must be able to pass the following:
  - ✓ Be able to pass the CLEET firearms course of fire for state qualification
  - ✓ Be able to lift 50 pounds
  - ✓ Be able to run/walk 1.5. miles without stopping
  - ✓ Be able to complete any number of sit-ups and push-ups
  - ✓ Be able to run through the designated cone course as designed

Customer Contacts (Internal and External):
    Internal: All faculty, staff and employees of the Tulsa Public School District
    External: Students, parents and any other persons utilizing the educational services or facilities of the district

Essential Job Functions:

- Investigate and follow up on all reported crimes.
- Prepare reports for referral to the District Attorney's Office.
- Provide necessary testimony in Court.
- Develop and maintain an Evidence/Property Room location and accountability system.
- Be considered the primary caretaker for the evidence/property stored under the auspices of the TPS Campus Police Force.
- Is considered the primary liaison with other LE Agencies for sharing and/or gathering of intelligence as it relates to criminal activity, organized gang activity, drugs or narcotics in the schools or any other criminal enterprise that may be occurring.
- Follow up on any reports of violations of protective orders or threats of violence against TPS employees that may occur on campus.
- Work to gather information to prevent any offenses that may occur at school or at any special event.
- Prepare all necessary reports, affidavits, search warrants, or documents related to investigations of incidents or crimes that have occurred on school property.
- Will be considered an essential part of the surveillance camera programs in all facets, including maintenance and review.
- Conducts Internal Investigations into complaints or allegations of misconduct by TPS PD employees or, when necessary, other TPS faculty and staff as ordered by the Superintendent of Schools. Such reports may be the basis for administrative action and even disciplinary action against TPS employees.
- This is an hourly position and overtime is understood to be either compensation time or pay overtime at one and a half times the working rate unless otherwise designated in advance by the Chief of Police.
- The normal working hours are 0800 hours to 1630 hours with a lunch break. This position is also "On call" and may be required to come in after normal hours whenever necessary. Flexible working hours may be necessary.