

INVESTIGATOR JOB DESCRIPTION

POSITION SUMMARY

Conducts investigations on all misdemeanor and felonies that are not cleared or closed by the Patrol Division. A Police Officer assigned to Investigations by the Chief of police is under the direct supervision of the Investigations Supervisor. The responsibility of the Investigator is to properly investigate all cases assigned with special emphasis given to the collection and preservation of evidence, crime scene searches, photography, sketching of the scene, canvassing the immediate vicinity for possible witnesses, apprehension of offenders, recovery of property and preparation of cases for prosecution. The Investigator is expected to understand and comply with the orders, directives, policies, procedures, rules and regulations of the Department.

The Investigator, like all Police Officers is sworn to enforce all laws and ordinances of which the Department is cognizant; to protect the lives and property of all persons; and to maintain peace and order within the Village. When properly informed to do so, the Investigator will provide any service or perform assigned duties within the limits of his legal authority that is necessary for the furtherance of Departmental objectives.

The Investigator will maintain the proper decorum and will display the proper attitude and respect in all dealings with citizens, suspects, and departmental personnel. It is expected that the officer will at all times be neat and presentable in conformance with departmental rules and regulations as they relate to non-uniformed officers.

GENERAL RESPONSIBILITIES

1. Obey all lawful orders of their superiors, regardless of the division to which they are assigned, to the best of their ability.
2. Possess a working knowledge of federal, state and local laws, statutes and ordinances and the Juvenile Court Act.
3. Possess a good knowledge of case law in conjunction with current court decisions on: self-incrimination; right to counsel; arrests, search and seizure; interrogations and confessions; and the collection and preservation of evidence.
4. Promptly prepare and submit required reports as the result of any assignment or investigation.
5. Maintain one's self in good health and physical condition.

Courage. Pride. Commitment.

6. Be available to assist any other officer in the preliminary or follow-up investigation of a case or matters involving juveniles.
7. Be available to advise and instruct Departmental personnel so as to broaden their knowledge and understanding of the investigative process and the handling of juveniles.
8. Maintain a close working relationship with the patrol division so that pertinent information is exchanged among all concerned parties.
9. Maintain a relationship with area law enforcement agencies in order to exchange information and to facilitate cooperative efforts.
10. Assist law enforcement officers from other jurisdictions while they are conducting investigations in Mundelein.
11. Keep the dispatcher advised of his whereabouts at all times. Use proper radio procedures, maintain radio discipline and properly respond to all radio calls from the dispatcher.
12. Attend training courses upon assignment to increase and enhance professional skills and knowledge.
13. Keep abreast of all changes in law or operating procedures which result from court decisions or change in policy or procedure of the Juvenile Court and take appropriate action to ensure that changes are followed by all members of the Mundelein Police Department.

INVESTIGATIVE RESPONSIBILITIES

1. Thoroughly investigate any case, assigned.
2. Locate and question complainants, witnesses and suspects in the course of an investigation.
3. Keep the Investigations supervisor advised of the progress of cases under investigation.
4. Complete and maintain current reports on any case under investigation.
5. Maintain sources of information to aid in the detection and investigation of crime.
6. Assist in the securing of crime scenes and in the gathering and processing of evidence.
7. Assist prosecuting attorneys in the preparation of court cases and when required, testify at all judicial trials and hearings.

8. Forward pertinent information on crime trends, suspects and known criminals to affected sections, divisions and allied agencies.
9. Maintain a case for follow-up investigation until the determination of a final disposition of either cleared by arrest; inactive or unfounded,
10. Periodically review inactive cases for new developments.
11. Develop intelligence on narcotics and maintain communication with informants.
12. Be aware of all resources and referral sources available to aid in the disposition of juveniles.
13. Maintain a harmonious relationship with community social services agencies.
14. With the approval of the Chief of Police, make presentations and speeches to community organizations and groups.
15. Respond to recall of duty at any time notified.
16. Appear in court when required.
17. Make appropriate referrals of juvenile offenders to the Juvenile Court.
18. Maintain evidence log and control of all evidence turned in.
19. Transport evidence as required to NIPCL for processing.
20. Retrieve evidence for officers from evidence locker as needed for court.
21. Discharge other assigned duties.