

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6717  
Pay Grade: D14

FLSA: Non-Exempt

<b>PROFESSIONAL STANDARDS INVESTIGATOR</b>	
<b><u>REPORTS TO:</u></b>	Chief Human Resources Officer
<b><u>SUPERVISES:</u></b>	Not Applicable
<b><u>QUALIFICATIONS:</u></b>	High School Diploma or possession of a GED and five (5) years of law enforcement work experience, plus three (3) years of related internal affairs or investigative experience, to include specialized training courses in the field of internal affairs or latent investigation. Must possess valid certification as a Police Officer in the State of Florida. Possession of a valid State of Florida Class E noncommercial driver's license.
<b><u>PREFERRED:</u></b>	Associate's degree in Law Enforcement, or related field.
<b>MAJOR FUNCTION</b>	
Performs responsible confidential investigative activities pertaining to violations of criminal law, and infractions of School Board Policy, and code of ethics by school district personnel. Work may be of a sensitive nature and is performed independently, with discretion, in a manner consistent with established practices of various local, state or federal law enforcement agencies, standard operating procedures of the Campus Police Department, and personnel policy guidelines of the School Board and Pinellas Classroom Teachers Association. Position works with other Campus Police Department investigators on criminal and personnel matters of a sensitive nature.	
<b>ESSENTIAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>Investigates employee misconduct, infractions of School Board Policy, and the code of ethics and violations of law as assigned.</li> <li>Interviews district personnel, and other individuals, who are subjects of or witnesses in misconduct allegations.</li> <li>Writes investigative reports which serve as written records and may be used as the basis for criminal prosecution and disciplinary action.</li> <li>Identifies and obtains police, court, and other appropriate documents which become the basis for disciplinary proceedings.</li> <li>Responsible for being alert to patterns and areas of employee misconduct; makes recommendations on correction procedures.</li> <li>Surveils suspects, observes and documents situations for use as a basis for prosecution and/or administrative action.</li> <li>Testifies at hearings, gives depositions, and takes sworn affidavits.</li> <li>Provides procedural guidance to the Office of Professional Standards Department staff in criminal cases.</li> <li>Works closely with the Office of Professional Standards Administrators, Chief Human Resources Officer, legal department, Campus Police Department, and other staff members as required.</li> <li>Keeps abreast of current laws and criminal justice procedures pertinent to law enforcement through continued education, seminars and workshops.</li> <li>Instructs security related courses as needed.</li> <li>Meets with school based and district administrators as required on sensitive issues, which may involve liability of the School Board.</li> <li>Collaborates and coordinates investigations with representatives from other law enforcement agencies to include the establishment of professional relationships which result in the sharing of information.</li> <li>Performs other related work as required.</li> </ul>	

## PROFESSIONAL STANDARDS INVESTIGATOR

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 2/86 PBL; BOARD APPROVED: 2/26/86; REVISED: 6/88 MW; BOARD APPROVED: 8/24/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; TITLE CHANGE 5/93 BMP; BOARD APPROVED: 5/26/93; D&R & MQ's REVISED: 3/03 AK; BOARD APPROVED: 4/30/03; REVISED: 05/01/25 ER;

# PROFESSIONAL STANDARDS INVESTIGATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Professional Standards Investigator - NR