

PINELLAS COUNTY SCHOOLS  
FLORIDA

PCSB: 6717  
Pay Grade: D14

FLSA: Non-Exempt

**PROFESSIONAL STANDARDS INVESTIGATOR**

**MAJOR FUNCTION:**

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 Pinellas County Schools Police Department, and personnel policy guidelines of the Board and Pinellas Classroom Teachers Association. Position works under the direction of the Chief of Schools Police and with other Pinellas County Schools Police investigators on criminal and personnel matters of a sensitive nature.

**DUTIES AND RESPONSIBILITIES:**

- Investigates employee misconduct, infractions of School Board Policy and the code of ethics and violations of law as assigned.
- Interviews district personnel, and other individuals, who are subjects of or witnesses in misconduct allegations.
- Writes investigative reports which serve as written records and may be used as the basis for criminal prosecution and disciplinary action.
- Reviews and investigates all criminal complaints submitted by Pinellas County Schools Police Investigators, in which a school district employee is identified as a subject.
- Identifies and obtains police, court and other appropriate documents which become the basis for disciplinary proceedings.
- Responsible for being alert to patterns and areas of employee misconduct; makes recommendations on correction procedures.
- Surveils suspects, observes and documents situations for use as a basis for prosecution and/or Administrative action.
- Testifies at hearings, gives depositions, takes sworn affidavits.
- Provides procedural guidance to the Personnel Department staff in criminal cases.
- Works closely with the Chief of Schools Police, Assistant Superintendent Human Resources, School Board Attorney, Assistant Superintendent Office of Equal Opportunity, and other staff members as required.
- Reports indirectly to the Assistant Superintendent Human Resources keeping personnel apprised of the status on each case and providing support as needed.
- Keeps abreast of current laws and criminal justice procedures pertinent to law enforcement through continued education, seminars and workshops.
- Performs law enforcement related duties, such as arresting district employees, collecting and evaluating evidence and crime scene analysis.
- Instructs security related courses at Police Academy as needed.
- Meets with school based and central administrators as required on sensitive issues, which may involve liability of the School Board.
- Collaborates with and coordinates investigations with representatives from other law enforcement agencies to include the establishment of professional relationships which result in the sharing of information.
- Performs other related work as required.

## **PROFESSIONAL STANDARDS INVESTIGATOR**

### **MINIMUM QUALIFICATIONS:**

Graduation from high school 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.

### **PREFERRED:**

Associate's degree in Law Enforcement, or related field.

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

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

**PROFESSIONAL STANDARDS INVESTIGATOR**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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	