Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>☒ Establishment ☐ Update ☐ Transfer</td>
<td>17275</td>
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<td></td>
<td>041700008</td>
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<tr>
<td>Public Safety (Police Department)</td>
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<tr>
<td>Investigations</td>
<td>Class Title: Law Enforcement Investigator</td>
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<td>16. County: Leon</td>
<td>17. Class Code:</td>
<td>18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.</td>
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% of Time

**Essential**

40% Investigates any violation of federal, state or local laws in which the university may have an interest. Investigates leads in criminal cases assigned by the President, Vice President, Chief or Law Enforcement Lieutenant of Investigations. Collects, maintains, and reports all intelligence information developed regarding criminal activity.

20% Performs all phases of crime scene investigation including detection, collecting and preserving evidence, and interrogating suspects and witnesses. Prepares criminal case reports for prosecuting attorneys or affected administrative officials. Conducts professional interviews with complainants, witnesses and suspects in criminal cases.

5% Maintains liaison with various organizations and multi-agency task forces.

6% Conducts background investigations and gathers criminal intelligence. Maintains information on all laws, ordinances, and regulations pertinent to law enforcement.

10% Gives testimony in County, Circuit, Federal and Juvenile Courts or University judicial tribunals. Prepares evidence for analysis by FDLE, FBI, or other agencies.

6% Works confidentially with President, Vice Presidents, Deans and University Police Director on matters regarding administrative problems that may require investigative work.

6% Assists in the formation and evaluation of the investigation methods and procedure.

**Marginal**

3% Conducts seminars with faculty, staff, and students on crime prevention.

1% Conducts internal investigations on law enforcement officers and other affected university personnel and presents findings to University President, Director or other appropriate university officials.

3% Performs other related duties as required.
Position # 17275

19. **Subordinates**: List class codes, official class titles, and position numbers for each position that reports directly to this position.


21. **Working Hours**: a) Daily from 8:00 a.m. to 5:00 p.m. b) Total hours per week: 40. c) Explain any variations in workweek, split shifts, on-call status, or rotations. Subject to on-call status

22. **Knowledge, Skills, and Abilities**: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

- Knowledge of the criminal justice system and arrest procedures.
- Knowledge of effective investigative principles and techniques.
- Skill in using surveillance equipment, restraining devices, firearms, fingerprinting techniques.
- Ability to work in dangerous and stressful situations.
- Ability to gather and preserve evidence and describe facts and events accurately and maintain an accurate record of criminal information and data.
- Ability to understand and apply laws, rules, regulations, policies and procedures.
- Ability to plan, organize and coordinate work assignments.
- Ability to communicate effectively in verbal and written form.
- Ability to establish and maintain effective working relationships with others.
- Ability to analyze and interpret data.
- Ability to effectively interview suspects, complainants, and witnesses.

23. **Required Licenses/Certifications/Other Specific Requirements of Law**: Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting, Florida Statues.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

☐ This position requires licensure, certification or other special requirements described below.
- Sworn Law Enforcement Officer Certification/State of Florida. Required successful completion of the weapons qualification course twice annually with assigned firearms. Must possess and maintain a valid Florida Driver’s License.

24. **Signatures**: I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

John A. Cotton, Jr.
Name of Incumbent (Print) Signature Date

John Earst, Asst. Chief
Name of Immediate Supervisor (Print) Signature Date

25. **University Personnel Relations Office Review**:

Director, University Personnel Relations Date