

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Investigator  
**DEPARTMENT:** Prosecuting Attorney  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** POLE (Protective Operations, Law Enforcement)

**DATE WRITTEN:** September 2020

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaPorte County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Investigator for Prosecuting Attorney, responsible for assisting the Prosecuting Attorney and Deputy Prosecutors by investigating cases, assisting with trials, hearings, and grand juries, obtaining warrants, delivering subpoenas, coordinating with other law enforcement officials and agencies, and locating witnesses for voluntary statements.

**DUTIES:**

Coordinates major investigations, grand jury investigations, and investigations with other law enforcement officials, including reviewing and investigating alleged police misconduct.

Investigates and prepares felony and misdemeanor cases, grand jury materials, and Post-Conviction cases for trials and hearings, including locating and interviewing witnesses, victims, and suspects, obtaining statements, conducting searches, securing and documenting crime scenes, obtaining and preserving integrity of evidence, making arrangements for testimony, giving testimony and presenting evidence, preparing exhibits, and coordinating with other law enforcement officials and agencies.

Obtains warrants and summons from court judges, determining and demonstrating probable cause, obtaining necessary signatures, and handling and filing documents with County Clerk as needed. Serves warrants/summons and subpoenas and makes arrests as needed.

Completes all required paperwork, written reports, documents, correspondence and forms necessary for the completion of duties.

Reviews police reports and files charges as needed; completes follow-up investigations, including contacting police agencies if report supplements are required. Responds to complaints from members of general public, refers clients to appropriate agency or department, provides detailed explanation of complaints, obtains, updates and records all necessary information, and takes appropriate action as situations demand.

Periodically responds to emergency calls, searches persons, vehicles and premises, makes and processes arrests, advises suspect of rights, and performs other law enforcement duties as needed.

Attends professional education workshops and training seminars as required.

Performs related duties as assigned and/or required by law.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED, with relevant experience in criminal justice, investigations, or related field, and successful completion of Indiana Law Enforcement Academy. A minimum of ten (10) years of related law enforcement experience required.

Ability to successfully qualify by obtaining a passing score in the Handgun course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board and maintain certification.

Thorough knowledge of standard policies and practices of Prosecutor's Office and Court system, with ability to take complaints, complete appropriate investigations, complete warrant procedures and give testimony in court.

Working knowledge of and ability to make practical application of current state, federal and local law, and ability to take authoritative action as situations demand.

Knowledge of photography and taking latent prints, and ability to read, interpret and give testimony on reports and summaries from crime labs.

Working knowledge of and ability to effectively apply evidence collection/preservation techniques.

Working knowledge of radio frequencies, codes, procedures, and limitations. Working knowledge of LaPorte County areas, community geography and police jurisdiction/boundaries.

Working knowledge of current training programs and ability to develop and direct training of department personnel.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate, both orally and in writing, in a tactful and courteous manner with co-workers, professional and non-professional co-workers, Judges, court personnel and officials from other government and law-enforcement agencies, and members of general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to obey all written and oral orders and directives from department superiors and establish and implement department policies, directives and general orders.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to speak clearly and distinctively, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to count and perform arithmetic calculations quickly and accurately.

Ability to prepare and deliver speeches, develop news releases, articles, brochures, and effectively communicate with news media.

Ability to collect, analyze, and investigate data, and make determinations based on data analysis.

Ability to file, post and mail materials

Ability to interview and advise people.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several projects at the same time, work rapidly for long periods, and work under time pressure.

Ability to read, memorize, retain, understand and follow oral or written instructions. Ability to present findings in oral or written form.

Ability to testify in legal proceedings or court.

Ability to plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, layouts, specifications and maps.

Ability to regularly work extended hours and occasionally work irregular hours, weekends and evenings. Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent conducts investigations, obtains and serves warrants, exercising judgment to properly assess and resolve problems prior to legal action, assure accuracy and completeness of charging information and probable causes, and effectively locate and investigate persons as requested. Incumbent receives indirect or occasional supervision. Errors in work are primarily detected through legally defined procedures. Undetected errors could result in loss of case that has been filed.

Incumbent works from 8:00 a.m. to 4:00 p.m. and/or according to a flexible schedule of duties with priorities determined by Supervisors, and completing special functions as time allows. Incumbent's work is reviewed upon completion of specific assignments to assure soundness of judgment, appropriate service to the public, accuracy and compliance with applicable legal requirements and regulations.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, professional and non-professional co-workers, Judges, court personnel and officials from other government and law-enforcement agencies, and members of general public to assess and resolve complaints, locate witnesses, and obtain and serve warrants.

Incumbent reports directly to the Prosecutor.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in the prosecutor's office, courtroom, or at criminal scenes, with physical demands involving sitting and walking at will, standing and walking for long periods, lifting 25 to 50 pounds, pushing/pulling/carrying objects, bending at waist, reaching, driving, close and far vision, color and depth perception, hearing sounds and communication and handling and grasping objects. Incumbent may work with or be exposed to violent or irate individuals and responds to situations involving potential physical harm to self and others. Incumbent regularly works office business hours and occasionally works irregular hours, weekends and evenings. Incumbent occasionally responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Investigator for the Prosecuting Attorney describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type name