HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Special Investigator

Job Code: W3303
Pay Grade: WQ
Pay Scale: $33.75-$51.90 Hourly; $70,200.00-$107,952.00 Annually
Exempt: No

OVERVIEW

Perform duties in support of solving criminal "Cold Case" homicide investigations. Work alongside law enforcement as a civilian to review cold cases for solvability and engage in investigative activities to resolve those cases.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Review cold case homicide investigations with partially tested evidence for outsourced lab testing and/or new laboratory analysis for potential leads and any other investigative action as necessary.
- Prepare and disseminate cold case review information to the Cold Case Volunteer Working Group; hold cold case review meetings with the volunteer group to assess the cases for potential leads and solvability.
- Answer citizen telephone calls as they relate to cold cases.
- Locate witnesses and documents, information, and evidentiary items.
- Conduct interviews of cold case victims and/or witnesses.
- Compose extensive reports, memos, and other correspondence related to cold cases.
- Assist homicide detectives in obtaining probable cause for legal demands related to cold cases.
- Serve criminal subpoenas, legal processes, and documents as required.
- Prepare case files for presentation to the prosecutor's office.
- Testify in court as required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of State and County laws and regulations governing criminal and administrative investigations.
- Working knowledge of search and seizure laws.
- Working knowledge of interview and interrogation techniques.
- Working knowledge of latent investigations and investigative techniques.
- Working knowledge of crime scene analysis.
- Working knowledge of procedures relevant to forensic evidence submission techniques.
- Working knowledge of familial DNA and forensic genealogy to solve cold cases.
- Working knowledge of distant relatives and construction of family trees to identify suspects.
- Working knowledge of the laws and regulations governing the service of subpoenas, non-enforceable court orders, and notices.
- Some knowledge of court practices and procedures applicable to court process.
- Ability to use innovative approaches to conducting criminal investigations.
- Ability to analyze statements and evidence to develop logical conclusions for further

investigation.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare and maintain records, reports, and other cold case documentation.
- Ability to establish and maintain liaison with civilian volunteers supporting the homicide cold case initiative.
- Ability to use a computer and related software.
- Ability to deal with confidential information.
- Ability to be compassionate when interviewing or corresponding with victims and/or witnesses.

SKILLS

- Presentations
- Homicide Investigation
- Communication
- Social Media Investigations
- Interrogation Techniques
- Forensic Analysis
- Organizing
- Forensic Evidence
- Cellular Analysis

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency, courthouse/court complex, and/or detention facility.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- View objectionable images and/or disturbing situations.
- Interact with the public regarding information of a sensitive/emotional nature.
- Work can be physically demanding, stressful, and dangerous.
- Remain in a stationary position for extended periods of time at a scene, event, or workstation.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to interview victims and/or witnesses.
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Five years of criminal justice investigative or law enforcement experience.

OR

- An associate degree with a major in forensic science, criminology, criminal justice, criminal law, or a related field from an accredited institution of higher education.
- Four years of criminal justice investigative or law enforcement experience.

OR

- A bachelor's degree with a major in forensic science, criminology, criminal justice, criminal law, or a related field from an accredited institution of higher education.
- Three years of criminal justice investigative or law enforcement experience.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Ten years of experience investigating homicides or violent criminal offenses (robbery, assault, battery, sexual battery).
- Experience using innovative approaches to conduct criminal investigations.
- Experience interviewing victims and/or witnesses.
- Experience using distant relatives and construction of family trees to identify suspects.
- Experience using familial DNA and forensic genealogy to solve cold cases.
- Experience using social media for criminal investigations.
- Experience using cellular analysis in criminal investigations.