

SENSITIVE CRIMES INVESTIGATOR

POSITION PURPOSE: SERVES AS AN INVESTIGATOR FOR THE DISTRICT ATTORNEY'S OFFICE.

POSITION IN ORGANIZATION: REPORTS TO SPECIAL INVESTIGATOR

MAJOR DUTIES

1. Investigates assigned cases with the goal of providing the District Attorney's Office with complete information relevant to the case.
2. Handles follow-up investigation including interviewing the alleged offender, conducting additional/initial interviews of the victim and witnesses, collecting and reviewing physical evidence, obtaining 911 tapes, jail phone records and relevant medical records, obtaining information on past criminal history, obtaining follow-up photographs when needed, and referring victims to the appropriate programs for assistance.
3. Participates in meetings with other agencies and gathers information and evidence relevant to the investigation.
4. Keeps all records current and accurate.
5. Attends approved training.
6. Attends community group meetings to educate the community and promote the goals of the District Attorney's Office.
7. Maintains a flow of information among agencies and prosecutors in Winnebago County.
8. Serves legal process as directed by the Special Investigator.
9. Performs related duties as assigned.