

Bonner County Job Description



Title: Investigator, Child Forensic Interviewer
Department: Prosecutor
Supervisor: Director, Investigation & Victim Services
Supervision Exercised: NO
Job Description Revision: 2/2022
BOCC Approved: 2/22/2022

General Summary:

The Investigator, Child Forensic Interviewer is an integral part of the Prosecutors Office's Investigative Division applying scientifically researched based methods of interview practice to child victims and witnesses. Incumbent will be responsible for obtaining and maintaining certification in NCA approved Child Interview Protocols and will serve as the lead role in the investigative process concerning child interviews. The incumbent will be responsible for adherence to the Bonner County Multi-Disciplinary Team protocol, NCA National Standards and serves as an expert witness in court regarding child interviews. Incumbent will also serve as a victim coordinator for misdemeanor criminal cases within the Bonner County Prosecutor's Office.

Essential Functions:

INVESTIGATOR- FORENSIC INTERVIEWER

- Assists in identifying victim needs and provides recommendations to other BCPAO/CAC staff and other collaborating MDT partners for follow-up actions.
- Assists County Prosecutor and Deputy Prosecutors in the preparation of information for trial including serving as an expert witness on child forensic interview techniques.
- Must possess and maintain current knowledge on Idaho Criminal Codes relevant to Domestic Violence, Child Abuse, Child Sexual Abuse and other Violent Crime.
- Conducts Child Forensic Interviews involving children who are the victims of physical and sexual abuse utilizing nationally recognized child interview protocol as part of the investigative process for all MDT partner agencies.
- Maintains certification in NCA Approved Child Forensic Interviewing Protocol
- Maintains and Improves Child Forensic Interviewing skills by attending Peer Review minimum of twice annually in compliance with NCA Standards for Forensic Interviewers
- Serves on the Multi-Disciplinary Team of the Prosecutor's Office providing information and guidance to ensure the greatest advantage to the successful outcome of physical and sexual crimes against children.
- Available for emergency call-outs 24-7, at any and all hours of the day or night, weekends, or holidays for immediate response to child interview and victim needs.
- Identifies undiscovered evidence, information, witnesses, victims or clues through the process of interviews with parents, caregivers and family members of child victims.
- Conducts regular interviews of crime victims, families and others on scene, in the office, at the hospital or other locations to aid in the investigative process, and assess personal safety issues and needs.
- Documents injuries and evidence of a sensitive nature for responding officers through photographs and measurements.
- Works directly with Prosecuting Attorneys to obtain documents, recordings, reports, etc. from victims and/or other jurisdictions for use in criminal cases.
- Identifies violations of no contact orders, civil protection orders, and witness influencing & intimidation through routine monitoring of the TelMate jail system.

VICTIM SERVICES

- Provides emergency crisis intervention to adults and children who are victims of domestic violence and other types of crime, including civil protection orders, safety planning, emergency housing and referrals to other community resources.
- Serves as an advocate through the criminal justice process including any court appearances and through communications with Prosecutors, Judges and other Court Personnel regarding victim needs and concerns.
- Manages misdemeanor criminal case load according to the Idaho Crime Victim Statute.
- Works with victims and witnesses to prepare for court testimony and cross examination.
- Performs various case management activities including development of case files through case management software. Documenting contacts, services provided and follow up information needed.
- Works with outside jurisdictions to arrange service of civil protection orders for the Court.
- Provides information regarding domestic violence, child abuse and crime advocate services to community groups, individuals or others within the community.
- Gathers and Prepares all relevant paperwork, receipts and information necessary for restitution requests.

GRANTS, CONTRACTS & TRAININGS

- Tracks all activity in victim tracking software for grant reporting purposes.
- Assists Director with quarterly federal grant reporting and statistics reporting
- Familiar with contracts and MOU's with partner agencies, assisting the Director with compliance and renewals as needed.
- Serves as a Minimal Facts Interview Trainer for Law Enforcement and other relevant departments
- Assists Director on the development and implementation of relevant training both locally and statewide.

Secondary Functions:

- Cleaning, organizing and sanitizing building and spaces
- All other duties as assigned

Specifications:

- Bachelor's Degree in Criminal Justice, Criminology or other relevant field
- 2 years experience in related position.
Or, minimum of 5 years experience in related field
- NCA Qualified Child Forensic Interview Training
- Current Certification as a Child Forensic Interviewer
- Excel, Powerpoint, Windows
- Criminal Codes and Idaho Criminal Justice System
- Federal Grant Requirements and Guidelines
- NCA Accreditation Standards
- Testifying as an Expert Witness in Court

Working Conditions:

Indoor office requires occasional lifting of 50lbs or more. Requires continual talking, listening, sitting and routine sedentary work. Incumbents are often subjected to socially hostile environments involving high levels of tension and stress.

Frequent exposure to graphic and disturbing pictures, videos, reports and accounts of physical and sexual abuse of children and adults. May require working long hours, odd hours and extensive driving within the county.

Disclaimer This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

(signature needed upon hiring and transfer/promotion only)

Please Print Name: _____