PROFESSIONAL STANDARDS INVESTIGATOR
(Fire Rescue)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTIONS:

Conduct complete and thorough internal Fire Rescue Division investigations as directed by the Deputy County Manager for Public Safety (Deputy County Manager) and in accordance with county policies, Collective Bargaining Agreements and applicable State and Federal laws. An essential function of the position is a positive and unbiased attitude, while conducting investigations and interacting with co-workers, internal and external customers, and administration. Work as a team member, displaying superior interpersonal and communication skills and professionalism, while functioning under intense time pressure and responding in a positive manner to supervision.

ILLUSTRATIVE DUTIES

Advise and assist the Deputy County Manager regarding Fire Rescue Division professional standards investigations. Receive and assess complaints involving Fire Rescue Division employees, excluding discrimination/sexual harassment complaints and workers compensation or Human Resources matters (such as Employee Relations, FMLA, workplace violence). Keep detailed records of said complaints and confer with the Deputy County Manager. Prepare accurate, detailed investigation reports and submit to the Deputy County Manager. Conduct professional, thorough interviews and maintain records. Confer with Polk County Board of County Commissioners (BoCC) County Attorney’s Office as needed.

Attend meetings, administrative hearings, and other proceedings, as required. Maintain confidentiality and only share information with those who have a need to know, as directed by the Deputy County Manager and in accordance with relevant policies and laws.

Develop, update, and communicate the daily mission of professional standards in the Fire Rescue Division and the complaint and investigation process and procedures, in consultation with the Equal Opportunity Administrator. Develop, document and implement a Fire Rescue staff inspection and investigation process and procedures that will ensure the staff’s conduct is aligned with the BoCC policies, procedures and practices.

Performs related duties as required.
PROFESSIONAL STANDARDS INVESTIGATOR  
(Fire Rescue)  
(Continued)

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and methods for conducting internal or administrative investigations. Knowledge of Polk County BoCC’s Employee Handbook and/or the ability to learn and apply the relevant policies. Knowledge of Fire Rescue Standard Operating Procedures, Clinical Care Guidelines, Collective Bargaining Agreements, and State and Federal laws pertaining to internal or administrative investigations. Must be able to read and write English, communicate effectively both oral and written, comprehend instructions and interpret written reports. Must be able to operate office and investigation equipment, including performing data entry keying. Knowledge of Florida traffic laws and the skills to drive in a safe and prudent manner are required.

The skills needed for this position include interpersonal, computer, organizational, report writing, investigative, interviewing and basic English grammar and basic mathematical skills.

MINIMUM QUALIFICATIONS

Graduate of an accredited four year college or university with a degree in public administration or management, public safety, business administration, or a related field and have a minimum of five (5) years progressively responsible investigation experience, including three (3) years’ experience conducting internal/administrative investigations and/or criminal investigations.

Must possess a valid Florida Driver’s License at the time of employment and meet the following driving history requirements:

- Have not accrued 12 points within 36 months or 18 points within 48 months.
- Have not been convicted on alcohol/drug related offenses within 36 months.
- Have not been convicted of two (2) alcohol/drug related offenses within 10 years.
- Have not had a suspension, revocation, or restriction due to moving violations or alcohol/drug related problem, including failure to take a breath test within the 36 months prior.
- Must provide proof of insurance.

Must obtain Federal Bureau of Investigations (FBI) Criminal Justice Information Services (CJIS) Security Awareness Certification through the Florida Department of Law Enforcement (FDLE).

Must possess a minimum of forty (40) hours of credible training in investigative methods and practice.

SPECIAL REQUIREMENT

This position may be required to report for work when a declaration of emergency has been declared in Polk County.