

## **POLICE FORENSIC INTERVIEWER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Forensic Interviewer is responsible for the forensic interviewing of children and adolescents, as well as vulnerable adults, who are alleged to be victims of or eyewitnesses to abuse and/or violence, using research-based interview protocols and techniques in a developmentally appropriate manner to elicit factual information. Specified duties include: conduct videotaped interviews of victims or witnesses, prepare written documentation/reports of interviews, monitor interviews conducted by other members of the multi-disciplinary team, participate in case briefings and weekly staff meetings, participate in defense interviews, testify in civil and criminal court proceedings, remain current on research involving forensic interviewing, child abuse and current trends in the field, conduct monthly case review with members of the multi-disciplinary team, and may conduct interviews for other jurisdictions. This class is responsible for performing other related duties as required.

**Distinguishing Features:** A Police Forensic Interviewer is a civilian classification. The position involves effectively interacting in a “one-on-one capacity” with various personalities of victims and witnesses, especially children; providing expert witness testimony in criminal and civil matters in a court of law; and electronically recording interviews as required by protocol. Supervision is received from the Special Victims Unit Sergeant assigned to the Mesa Family Advocacy Center. The work involves varying hours and days as required by the many different police investigations. This class is FLSA exempt-professional.

### **QUALIFICATIONS**

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Master’s Degree in social services or other related field, preferably in the area of children’s law and justice as it relates to child sexual abuse and family violence. A minimum of five years’ experience in the field of child forensic interviewing, preferably in a multi-disciplinary environment.

**Special Requirements.** Due to the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to pass a psychological evaluation.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Bilingual fluency (English/ Spanish) is desirable.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with victims or witnesses of crimes including pre-school children, children with physical developmental disabilities, mentally challenged children, employees, sworn officers, coworkers, and personnel from other agencies and the courts. Conducts effective forensic child interviews utilizing the Maricopa County Interdisciplinary Protocol aimed at establishing elements of a criminal defense. Provides crisis intervention services to victims and witnesses. Trains detectives on

forensic interview strategies for child victims and witnesses. Provides expert court testimony related to forensic interview strategies and general characteristics of child development and child abuse. Prepares written documents including case reports, court documents, program goals, training curriculum, and articles.

**Manual/Physical:** Observes and monitors the behavior of victims and witnesses for evaluation and referral. May lift and assist physically or mentally challenged children. Operates a variety of standard office equipment including: a calculator, facsimile machine, copier, personal computer, and telephone. Operates a digital recorder and video recording software. Enters data or information into personal computer to prepare and update reports.

**Mental:** Schedules and conducts interviews of victims and witnesses. Recommends and assists in the development and implementation of goals, policies, procedures, and programs. Draws conclusions and makes recommendations based on interview findings. Comprehends and makes inferences from written materials including professional literature, statutes, police reports, and police operating procedures. Performs mathematical and statistical computations for reports.

**Knowledge/Skills/Abilities:**

Knowledge of:

child sexual abuse;  
development stages of children;  
dynamics and effects of intra and extra familial child abuse;  
multi-disciplinary team approach regarding the investigation and prosecution of child abuse cases;  
human behavior and needs at times of crime and crisis;  
the criminal justice system, Maricopa County Interdisciplinary Protocol, Arizona Criminal Code, and the Arizona Constitution Amendment for Victim's Rights;  
police department operations, policies, and procedures; and  
behavioral health, social services, and other community resources.

Skill in:

forensic child interviewing techniques;  
effectively communicating in written documentation and verbal presentations; and  
planning, organizing, and conducting interviews of victims and witnesses.

Ability to:

maintain the confidentiality of information;  
communicate effectively with children and adolescents, as well as vulnerable adults, in order to solicit sensitive case information pertaining to abuse and/or eyewitness accounts of abuse;  
sense and interpret nonverbal behavior; and  
provide expert testimony in a court of law.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/hn

CS4851.DOCX

EEO-Prof

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 50

SECURITY-Yes

CDL-No

IND-7720

SWORN-No