

Job Title	Supervisor of Investigations	Working: Chief of Investigations
Reports to:	Director of Operations	
	11-2021	
Pay Range	\$60-70,000	
Job Category	Administrative, Unclassified/Exempt	
Department	INVESTIGATIONS	
Position Description	<p>Under the direction of the Director of Operations, the position ensures efficient operations and administration of the investigations department, ensures proper professional development and training of staff as related to death investigations. Must work in cooperation and consultation with the Supervisor of Morgue Attendants and Supervisor of Morgue Technicians. Oversee and participate in investigations as well as leading unit work. Exercise's discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. Working conditions are mostly in an office environment, but may include morgue, histology laboratory, working outside with exposure to temperature variations, damp-wet surfaces, hazardous-toxic atmosphere, decomposing cadavers, infectious diseases, hazardous materials and unfavorable fumes, vapors or odors. Hours as determined by operational needs.</p>	
Major/Essential Functions	<ol style="list-style-type: none"> 1. Oversees investigation compliance with local, state, and federal laws, regulations and department protocol; recommends, updates, and implements department procedures, policies, objectives and goals; reviews and prepares various reports and documents relating to investigations work; conducts internal investigations for the department. 2. Supervises and directs the work of Investigators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and review; documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge 3. Oversees and participates in investigations of death scenes and police related deaths; takes photographs; locates next of kin; ensures proper identification of decedents; makes death notifications; conducts Sudden Unexplained Infant Death Investigations (SUIDI). 4. Attends and participates in professional group meetings, conferences, seminars, and training; maintains current, comprehensive knowledge of trends and innovations in the field 5. Ability to communicate and to develop and maintain effective working relationships with staff, family members, funeral homes/directors, police personnel, doctors, departmental employees, and administrators. 	
Occasional Duties	<ol style="list-style-type: none"> 1. Perform medicolegal death investigations in event of staffing shortage 2. May have supervisor over Grant funded specialist positions 3. Conducts educational activities and training of investigations staff. 4. Assist with inventory of supplies and evidence. 5. Other duties as assigned. 	
Qualifications	<p>The ideal candidate is a graduate from an accredited college or university with a bachelor's degree in Forensic Science, Criminology, Criminal Justice, Law Enforcement, or another related field, five (5) years of experience in death investigations and must have three (3) years minimum of experience as a shift leader/supervisor, and certification Diplomate with American Board of Medicolegal Death Investigation (ABMDI) or an equivalent</p>	

	<p>combination of education and experience. Ability to effectively respond to inquiries, conflicts, and public relations issues; ability to communicate effectively, both verbally and in writing; ability to maintain effective working relationships with co-workers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of ORC 313 and related sections; knowledge of crime scene investigation procedures; knowledge of evidence collection and transfer techniques; knowledge of human anatomy; knowledge of criminal justice system; knowledge of medical terminology; knowledge of health and safety standards and practices. Skill in identifying trauma wounds; skill in operating digital camera. Ability to secure work area; ability to operate personal computer, facsimile, copier. Must secure and maintain a favorable background investigation from Ohio BCI and the Franklin County Sheriff's office; pre-employment screening, must acquire and maintain valid Ohio driver's license, proof of automobile insurance. English is the official language of this position.</p>
Preferred Qualifications	Board-Certified medicolegal death investigator with ABMDI.
Security Sensitive?	Yes
Physical Demands	Physical requirements include lifting-carrying of 100-150 lbs. constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to smelling, handling, walking, sitting, standing, bending, reaching and twisting to perform the essential functions.
Additional Requirements	<p>Position may require any or all of the following:</p> <ol style="list-style-type: none"> 1. FEMA ICS 100, 200, 300, 400, 700, and 800 courses 2. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE) 3. Ohio Sunshine Laws (completed annually)