



Job Title	Forensic Interview Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	18483

Class Specification – Forensic Interview Coordinator

Summary Statement:	
The purpose of this position is to provide oversight to the forensic interview unit. In addition to being responsible for providing forensic interviews this position will coordinate the caseloads of the other Investigative Specialists, develop policies and procedures for the unit, review reports, and participate on community boards. Other duties will include testifying in court as an expert witness and collaborating with the community multidisciplinary team in areas of child protection and victim advocacy.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Administers forensic interviews by interviewing children and adults who are victims or witnesses in criminal cases involving child sex abuse, incest, physical abuse, homicide, sexual assault, human trafficking, domestic violence, and other felony level crimes; utilizing specific forensic interview protocols; providing crisis intervention techniques for children and families; and knowledge of laws, court proceedings, and criminal statutes.
30%	Writes reports by creating detailed, grammatically correct, and factual documentation of forensic interviews with victim and witnesses that are permanent records of the Police Department; documenting and contact with individuals in investigations, knowledge of record management systems, mobile field reporting, computer use, and dictation software; and providing reports to the court system and other professionals in the community
20%	Performs administrative work relevant to unit operations; assign caseloads to investigative specialists; collect statistical data on the numbers and types of interviews conducted; reviews outside agency report; completes performance evaluations; provide input on disciplinary actions; identifies training needs; reviews trends and best practices in forensic interviewing.
15%	Participates in community boards, committees and programs; provides outreach services to community agencies; ensures victim advocacy is provided and families are referred to appropriate outside agencies; develops, coordinates, and provides training



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	and outreach as needed; available for consultation with other department personnel and outside agencies regarding interviewing processes and procedures.
5%	Provides court testimony by interacting with the District Attorney's Office for court preparation; interacting and maintaining positive relationships with attorneys, judges, victim advocates, families, DHS, and other court personnel; providing expert testimony; and testifying accurately to interviews and all court arenas.

Competencies Required:	
Human Collaboration Skills:	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions
Reading:	Intermediate– Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate – Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Intermediate– Ability to write reports, prepares business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education:	Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
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Education: Bachelor's degree from an accredited college or university with major coursework and social work, behavioral sciences, criminal justice, or related field

Experience: Three years of full-time experience conducting forensic interviews including one year of supervisory experience.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire one of the following certifications and/or licenses.

Forensic Interview Training recognized and approved by the National Children’s Alliance.	Upon Hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

Supervision Received:

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This classification has no fiscal responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, projector, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, LERMS, MFR and Colorado Courts

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2022