

# HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



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**Job Title:** Child Protection Investigator Trainee  
**Job Code:** W3520  
**Pay Grade:** WL  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## Job Overview

Perform trainee duties investigating alleged child abuse, neglect, and/or abandonment in accordance with Chapter 39, Florida Statutes. Trainees must obtain their Child Welfare Protective Investigator Certification from the Florida Certification Board within one year of hire.

## Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Note: Incumbents function in a trainee status under the supervision of a Child Protection Investigator to attain proficiency in the below listed duties and become eligible for promotion to a Child Protection Investigator in the Sheriff's Office.

- Investigate alleged abuse, neglect, and/or abandonment of children to determine if abusive or unsafe conditions exist and take appropriate action to ensure the safety of children in accordance with state mandated timeframes.
- Interview children and adults concerning allegations of abuse, neglect, and/or abandonment to ascertain the validity of allegations, document living conditions, and determine the need to remove children from an unsafe environment.
- Inform clients of and implement available social service programs to assist them with their needs.
- Conduct follow up visits to ensure the safety of children is being maintained and support programs are in place.
- Testify in court to accurately relate the circumstances of cases investigated.
- Establish and manage case files to include accurate and timely documentation of investigative activities in the statewide child welfare information system.
- Perform other related duties as required.

## Knowledge, Skills and Abilities

Note: To be acquired during the training period.

- Considerable knowledge of the theories and practices used in child protection and family support.
- Working knowledge of federal, state, and local laws governing child protection.
- Working knowledge of professional ethics related to child protection investigations.
- Working knowledge of federal, state, and county community social service programs available for child protection and family support.
- Working knowledge of investigative techniques.

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- Working knowledge of court procedures related to child protection proceedings.
- Working knowledge of Hillsborough County Sheriff's Office standard operating procedures (SOPs).
- Ability to collect, organize, and evaluate information and develop logical conclusions.
- Ability to interview children and adults to determine the validity of allegations.
- Ability to apply crisis intervention techniques.
- Ability to maintain professional demeanor during court testimony and cross examination.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to manage time effectively.
- Ability to work under stressful conditions.
- Ability to handle confidential information.
- Ability to work nights, weekends, and holidays.
- Ability to use a computer and related software.
- Ability to safely operate a motor vehicle.

## **Minimum Qualification(s)**

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited\* four-year degree granting college or university with preferred areas of study include Behavioral Sciences, Community Development, Criminal Justice/Criminology, Education, Health Science, Human Development, Human Sciences, Human Services, Law, Political Science, Public Administration, Psychology, Social Policy, Sociology, and Social Work; and

Must live within Hillsborough County or the surrounding counties of Manatee, Pasco, Pinellas, or Polk; and  
A passing score on pre-employment testing.

\*Accreditation must be from the Council for Higher Education Accreditation (CHEA) accredited and/or the US Department of Education (USDE)

## **Additional Requirements**

- Depending on area of assignment, incumbents may be required to possess various licenses or certifications at time of hire or within the probationary period, or obtain them within a specified period of time after hire or appointment to the classification.
- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.