

# Manatee County Sheriff's Office

## Job Description with Cover Sheet

**Job Title:** IB CPID Child Protection Specialist

**Job Classification:** III-Technical/Specialty

**Bureau:** Investigative

**Salary Range:** \$32718.40 - 35984.00 (after state training)

**Pay Grade:** 709

**This Position Supervises** None  
**the**

**Position Reports To:** IB CPID Child Protection Specialist Supv

**Exempt:**

**Sworn:** No

**General Description of Duties:** See attached

**Educational Requirements:** BA Degree from an accredited college or certification from Florida as a CPI

**Work Experience** At least 1yr satisfactory performance as a CPI

**Required Certifications and/or Qualifications:** Certification from the State of FL as a CPI

**Reviewed By:**

**Review Date:**

**Approved By:**

**Date Approved:**

**Notes:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## POSITION: IB CPID Child Protection Specialist

ID	Statement	Performance Standard
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>		
PR107	Knowledge of General Orders	The employee has the ability to read, interpret, and follow procedural and policy orders related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR11	Information synthesis skills	The employee is able to inter-relate, merge, or combine information from various sources to form sound theories, hunches, or hypotheses.
PR18	Computer / office equipment skills	The employee demonstrates adequate skill in the use of word processor, spread sheet, data-base, power point, email, printer, copier, and any other equipment/programs required to perform position tasks.
PR20	Time management skills	The employee efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR23	Inter-personal skills	The employee demonstrates open dialogue, congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR29	General communications skills	The employee has the ability to express ideas and effectively communicate information to citizens, vendors and/or colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR3	Radio communications	The employee utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.
PR33	Knowledge of social, economic, and demographical conditions	The employee can verbally articulate the social, economical, and demographical conditions existing in the community.
PR35	Language skills	The employee is able to converse and understand the predominant language spoken in the community.
PR4	Verbal communications	The employee conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR42	Team building skills	The employee demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.
PR6	Driving	The employee maintains control of the vehicle / boat / aircraft in all situations under varying weather conditions, adhering to all traffic laws as per call classification, or as required by job.

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<b>ID</b>	<b>Statement</b>	<b>Performance Standard</b>
PR75	Health and Physical abilities	The employee meets the specified abilities required to perform the required tasks and functions of the job or mission to the specified level of performance.
PR891	Knowledge of local, state, and federal statutes	The employee is able to correctly apply and understand relevant laws, rules, regulations, policies and procedures as they apply to dependency/criminal proceedings.
PR892	Knowledge of local and state DC&F policies/procedures	The employee is able to correctly apply and understand relevant rules, regulations, policies and procedures as they apply to dependency/criminal proceedings, knowledge/skills/abilities in theories and practices of child protection, counseling, social work, investigations and family assessments, professional ethics relating to child protection, counseling, physical and behavioral indicators of abuse and neglect.
PR95	Data/information collection techniques	The employee utilizes all available legal resources to collect accurate and valid information consistent with agency policies..
<b>TASK</b>		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
ALL1001	Maintain work areas	The employee ensures that their work area is clean, organized, and presentable.
ALL1002	Driving	The employee maintains control of the vehicle in all situations, adhering to all traffic laws as indicated by call classification and as required by job.
CIB1070	Take custody of evidence/property	The employee hand receives evidence/property and ensures that the employee's signature, date, and time are recorded on the package label pursuant to agency policy.
CIB2512	Make initial contact with victim	The employee will initiate contact with victims of crime within 24 hours of the first report of such a crime if at all possible, in accordance with agency policy.
CP1005	Report unusual incidents	The employee shall report promptly any unusual incidents, allegations of abuse, suspected health and safety problems related to the care and well-being of the children.
CP1006	Keep supervisor informed of all activities	The employee shall inform the supervisor of activities, pertinent issues, upcoming events, and potential problems involving the children.

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CP1007	Coordinate appointments/meetings	The employee will schedule all pertinent physician appointments and any other meetings as necessary taking into account urgency of the meeting/appointment, other priorities and schedules; documenting all meetings/appointments in chronological log/visitation sheets for effective child welfare case management.
CP1051	Maintain working relationships	The employee will establish and maintain a close working relationship with community based providers. The employee will also establish and maintain a close working relationship with other local law enforcement agencies in the community and the Office of the Attorney General.
CP1052	Assess risk and apply statutes to abuse investigations.	The employee will ensure that the appropriate risk assessment has been made to ensure the safety and well-being of the child victim. The employee will also ensure that they have followed procedure in respect to commencement time frames, child safety assessment, review time frames, completion of abuse/neglect investigations, notifying CPT, OAG, licensing, and all community based services when applicable as well as following Florida State Statutes, Children and Families Operating Procedures (CFOP), Administrative Codes and grant guidelines.
GS1169	Prepares legal documents	The employee completes legal documents such as witness lists, petitions, orders, and predisposition reports when required on a timely basis.
LE5049	Telephone contact with the public	Utilizing the telephone, the employee will communicate in an effective, professional and polite manner with the public consistent with agency policies.
LE5075	Testify at trials, hearings, grand juries or depositions.	The employee testifies at trials, hearings, grand juries, and depositions, and answers all questions in a coherent, truthful, and impartial manner without volunteering additional information other than that requested in accordance with agency policies.
ORD1	Other related duties as assigned	Performs other related duties as assigned.
<b>POLICY</b>		
PL1	Accepts supervision and direction	The employee responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.

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PL2	Grooming and dress	The employee is appropriately groomed and attired so as to present a professional image in accordance with General Order 1002. Counseling, guidance, or discipline of the employee for policy violation in this category has occurred less than three (3) times during the rating period.
PL3	Observes work hours	The employee is at work on time and works the complete shift until the shift is over. When the employee is going to be late he/she makes prompt notification. He/she has been late for assignments on no more than three (3) occasions, but has provided a valid excuse.
PL31	Performs "on call" duties	The employee performs "on call" duty as scheduled by supervisor.
PL4	Contact with public	The employee demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters and in accordance with agency policies.
PL8	Human diversity awareness	The employee demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.
PL91	Maintains confidentiality	The employee is aware of and adheres to agency requirements of ethics, confidentiality and sensitivity of subject matter.

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**ID**

**Statement**

**Performance Standard**

Notes, Comments, or Additional Performance Measures to be added:

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SUBJECT MATTER EXPERT APPROVAL

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