

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SERGEANT - INVESTIGATIONS
CLASS CODE: 3094

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISORY

EFFECTIVE DATE: 2/1/2013 (REVISED 3/13/2008 VERSION)
DEPARTMENT: ATTORNEY - INVESTIGATIONS DIVISION

JOB SUMMARY

Under general supervision from the Bureau Chief, performs advanced law enforcement work in supervising investigations of a complex and/or sensitive nature.

ESSENTIAL FUNCTIONS

Supervises teams and individuals comprising the Utah County Officer Involved Incident Task Force; investigates serious officer involved incidents including shootings, domestic violence, high speed pursuit fatalities, and in-custody deaths; insures quality of investigative work performed and documentation submitted by task force members; participates in the debriefing presentation for the police agencies involved in the incident.

Supervises the investigation of complex financial cases including fraud, securities fraud, embezzlement, theft, identification theft, forgery, communications fraud, money laundering, racketeering, fraudulent business practices, and mortgage fraud; supervises the investigation of cases involving allegations of misconduct on the part of public agencies and/or public officials; supervises internal affairs investigations for the Sheriff's Office and other police agencies as requested; coordinates with local, state, and federal agencies; prepares court documents; documents activities and findings of investigation according to standards and policy.

Investigates special cases as assigned by the County Attorney or his or her Chief Deputy; assists county and city law enforcement agencies with high profile or complex cases as requested; serves on local, state, and federal task forces as assigned; responds to questions and complaints from the public, assigned personnel, County departments, and other agencies.

Assists with staffing decisions including hiring, training, scheduling of work load, delegation of assignments, and retention of assigned personnel; assists with purchasing and maintenance decisions for equipment, tools, and supplies within the bureau; writes and administers federal grants; provides input on budget matters; proposes policy and procedure changes.

Prepares for and participates in court proceedings; determines completeness of information, adequacy of evidence and general preparedness of various cases for prosecution; presents testimony in court relevant to cases investigated; assists prosecutors in preparing exhibits, evidence and witnesses for court.

Enforces criminal and traffic laws and performs physical arrests; tracks suspects via sales, purchases, money, vehicles, property, and other types of transactions; maintains confidential informants and verifies information provided, coordinates and/or advises on fugitive apprehension, arrest warrants, civil process, protective orders, etc. within the department.

Educates the public on how to protect themselves from becoming victims of fraud by giving presentations to elderly, church, and civic groups; provides instruction on documenting and reporting suspected fraud scams.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Specializes in conducting polygraph examinations, computer forensic examinations, cell phone forensic examinations, handwriting analyses, or in other areas as assigned.
Applies for, and manages grants including tracking financial information and providing quarterly reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: General law, state statutes, case law precedents, and laws specific to financial fraud; court procedures and rules.

Skill in: Reading, writing, math and interpersonal communication; coordinating and organizing investigative work; problem solving and decision making; using modern office machinery and forensic examination tools and equipment; using firearms and other lethal and non-lethal force devices; driving vehicles at high speeds in pursuit situations.

Ability to: Prepare legal reports and documents; think logically; perform legal research and locate reference materials; apply legal principles and knowledge to individualized cases; organize facts, analyze evidence, and apply precedents of legal issues; testify before a state or federal judge or magistrate in a concise and professional manner; maintain cooperative relationships with the public and other County employees; maintain steady demeanor and good judgement during highly stressful situations.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; communicates via radios; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 50 pounds; restrains individuals weighing 200 pounds or more; distinguishes between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who requires and request such accommodation.

WORKING CONDITIONS

Work is regularly performed in environmentally controlled rooms, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. Work occasionally exposes the incumbent to high levels of noise, contagious or infectious diseases, bodily fluids and/or hazardous chemicals. Work occasionally requires the use of protective devices such as personal body armor, masks, goggles, and gloves. Work occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous situations.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; Six (6) years of work experience in the capacity of a certified Law Enforcement Officer of which two (2) years must have been as a detective or investigator. Related completed degrees beyond high school will also be considered in meeting up to two of the six year experience requirement, but will not be considered in meeting the required two years as a detective or investigator.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- Selected applicants are subject to, and must pass, a full background check.
- Applicants must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Applicants must possess current Utah Law Enforcement Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) upon application. County employees being reassigned or transferred to this classification must possess Utah Law Enforcement Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training.
- Incumbents may be required to attend and successfully complete Emergency Vehicle Operation training annually.
- Incumbents are required to maintain annual weapons qualification for handgun and all assigned weapons.
- Incumbents may be required to obtain and maintain other certifications including, but not limited to, computer forensic examiner, polygraph examiner, handwriting examiner.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.