

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SPECIAL INVESTIGATOR  
CLASS CODE: 4025  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
EFFECTIVE DATE: 1/23/12  
DEPARTMENT: ATTORNEY

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## **JOB SUMMARY**

Under general supervision of a Bureau Chief/Investigations or a Sergeant-Investigations, performs advanced law enforcement work conducting investigations of a complex and/or sensitive nature.

## **ESSENTIAL FUNCTIONS**

Investigates special cases as assigned by the County Attorney or his or her designee; assists other 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, County departments, and other agencies.

Enforces federal, state, and local laws and performs arrests for criminal activities; serves criminal warrants as required by federal, state, and local statutes.

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.

Investigates crimes against persons such as homicide, assault, kidnaping, and sex offenses including child sexual and physical abuse.

Identifies suspects from available evidence on referred cases; interviews and interrogates suspects, witnesses, and informants and confirms information received; performs undercover investigation of suspects.

Develops informants and supervises activities to ensure legal compliance.

Files charges; follows assigned cases through court and presents expert testimony and evidence as needed.

Purchases controlled substances from known and sometimes armed felons and monitors controlled buys using informants and/or video and audio surveillance; identifies violations on all levels including manufacture, sale, purchase, and use.

Prepares various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and procedural requirements.

Coordinates activities with other divisions, departments, and outside agencies.

Conducts technical surveillance of suspects through lawful use of pen registers, phone tolls, trap and trace, wire taps, and mail covers; conducts physical surveillance of suspects, residences, vehicles, and businesses including serial and photographic techniques.

Isolates, interviews, and interrogates suspects and witnesses to collect detailed statements of events.

Drafts court documents necessary to apprehend suspects and seize controlled substances and evidence; writes investigative subpoenas in support of search and arrest warrants; plans and executes search and arrest warrants

in accordance with established risk assessment procedures.

Insures accurate entries and updates into the National Crime Information Computer and/or other data bases system.

Collects, photographs, and marks evidence including fingerprints, detailed sketches, and measurements from crime scenes.

Prepares records for court proceedings and testifies in court as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** criminal law, civil law and court procedures; geography of Utah County.

**Skill in:** Reading, writing, math and interpersonal communication; the use of firearms and police equipment including emergency vehicles, intoxilizer, field sobriety tests, and radar equipment; interviewing techniques; word processing and other basic software applications; crime scene analysis techniques; giving presentations and instructing others.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; defuse or control hostile situations; make rapid and sound decisions and solve problems under pressure; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

### **PHYSICAL DEMANDS**

Incumbents must meet physical requirements established by P.O.S.T. and may be required to successfully complete annual fitness testing.

**Regularly:** walks, stands, or stoops; drives a motor vehicle; lifts or otherwise moves objects weighing up to 50 pounds; works for sustained periods of time maintaining concentrated attention to detail; uses a full spectrum of visual capabilities including distinguishing between shades of color; communicate via radios.

**Occasionally:** restrains individuals weighing 200 pounds or more; uses equipment requiring a high degree of dexterity; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces.

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

### **WORKING CONDITIONS**

Work is typically performed in the field and is performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves. Incumbents typically work a variety of shifts on a rotational schedule including nights, weekends, and holidays.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent and three (3) years of work experience in the capacity of a certified Law Enforcement Officer. Related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

- Selected applicants are subject to, and must pass, a full background check.
- Applicants must possess current Utah Law Enforcement Officer Certification. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete other required training.
- Applicants must possess a valid driver's license and obtain a valid State of Utah Driver's License within sixty days of employment.

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.