



# Bureau Chief - Investigations

## Job Description

Department: Attorney  
Position: Career Service  
Starting Step: 64, Table 15  
Supervisory: Yes  
Reports to: County Attorney

### Summary

This role oversees operations and personnel of the Bureau of Investigations of the Utah County Attorney's Office and is responsible for directing investigations into white collar crime, alleged misconduct on the part of public agencies or public officials, and serious officer-involved incidents and in-custody deaths in which the local law enforcement agency has a conflict of interest.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee and direct bureau activities and personnel. Schedule workload, delegate assignments, conduct performance appraisals and make decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action.
2. Prepare and submit the budget for the bureau. Monitor purchase orders and ensure expenditures conform to the operational plan and approved budget.
3. Oversee grant applications, documentation, and expenditures to ensure compliance with provisions of the grant.
4. Direct investigators and support staff conducting investigations into critical incidents involving police officers, public corruption, police internal affairs, complex financial crimes, and other investigations of a complex and sensitive nature or where the local law enforcement agency has a conflict of interest.
5. Ensure investigative work is completed accurately, thoroughly, efficiently, justly, and ethically.
6. Issue directives and interpret policies and procedures for the bureau. Develop, write, and implement new policies to reduce liability, update practices, and increase professionalism.
7. Advise the County Attorney on criminal investigations and law enforcement policies, procedures and issues.
8. Coordinate law enforcement resources in the course of an investigation.
9. Question suspects, witnesses or knowledgeable associates of criminal perpetrators.
10. Provide criminal intelligence information to local law enforcement agencies.
11. Coordinate with federal, state, and local law enforcement agencies to resolve crimes.
12. Assist prosecutors with pre-trial and pre-hearing investigations and preparations.
13. Enforce the Utah Criminal Code and arrest persons who commit offenses.

### For Office Use Only

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Safety Sensitive: Yes  
DOT: No

14. Prepare and submit affidavits and supporting documentation for subpoenas and warrants; serve subpoenas and search warrants.
15. Testify before Utah State courts, federal courts, and various administrative and quasi-judicial bodies.
16. Evaluate training needs and ensure training requirements are met by recommending and locating training resources. Conduct and direct inhouse training and training for police agencies and the general public pertaining to investigations generally conducted by the bureau.
17. Represent Utah County on various boards, task forces, and inter agency organizations.
18. Represent Utah County and the Utah County Attorney at various meetings and conferences.

### **Knowledge, Skills, and Abilities**

Knowledge of general law, state statutes, and case law precedents  
 Knowledge of court procedures and rules  
 Knowledge of police tactics, policies and procedures  
 Skilled in reading, writing, math, and interpersonal communication  
 Skilled in coordinating and organizing investigative work  
 Skilled in problem solving and decision making under pressure  
 Ability to capture and analyze significant amounts of data from a variety of diverse and disparate IT systems, platforms, databases and infrastructures  
 Ability to prepare legal reports and documents  
 Ability to perform legal research and locate reference materials  
 Ability to apply legal principles and knowledge to individualized cases  
 Ability to organize facts, analyze evidence, and apply precedents of legal issues  
 Ability to work under deadline pressure  
 Ability to think logically  
 Ability to handle stress from dealing with highly confidential and complex information  
 Ability to maintain cooperative relationships with the public and other County employees  
 Ability to effectively supervise others including motivating, coaching, evaluating performance and administering discipline  
 Ability to make public presentations  
 Ability to maintain steady demeanor and good judgement during highly stressful situations

### **Supervisory Responsibility**

This position has direct supervisory responsibility for bureau sergeants and legal support personnel.

### **Work Environment**

This job typically operates in a professional office environment, but work is occasionally performed outside in all weather conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. While performing this job the employee may be exposed to potentially hostile, unknown and dangerous situations. This job occasionally requires use of protective devices such as masks, goggles, gloves, body armor, and firearms.

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**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. This job requires physical readiness and the ability to restrain individuals weighing 200 pounds or more.

**Position Type/ Expected Hours of Work**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Required Education and Experience**

1. A total of twelve (12) years of experience performing law enforcement activities as a certified law enforcement officer
2. A minimum of three (3) of the twelve (12) years must be in detectives/investigations
3. A minimum of three (3) of the twelve (12) years must be at a level equivalent to a Utah County Sergeant

**Preferred Education and Experience**

1. Work experience at an executive level equivalent to a lieutenant which included the supervision of other officers, policy implementation and other administrative responsibilities
2. Bachelor's degree with major study in police science, public administration, criminal justice, accounting, business, or a closely related field

**Additional Eligibility Qualifications**

1. Must possess and maintain current law enforcement officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency)
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 day so employment
3. Selected applicants are subject to, and must pass, a full background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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