



# Sergeant - Investigations

## Job Description

Department: Attorney  
Position: Career Service  
Grade: 727  
Supervisory: Yes  
Reports to: Bureau Chief - Investigations

### Summary

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

### Essential Functions

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

1. Supervise the investigations submitted by the Utah County Officer Involved Incident Task Force including serious officer involved incidents, shootings, high speed pursuit fatalities and in-custody deaths; ensure quality of investigative work performed and documentation submitted by task force members; participate in the debriefing presentation for the Utah County Attorney's Office administration; write a report summarizing the investigation and present findings to the County attorney and Chief Deputy County Attorney.
2. Supervise in-depth investigation of criminal nonsupport cases (CNS); oversee and coordinate efforts with the CNS prosecutor and the Office of Recovery Services.
3. Supervise sensitive investigations wherein police officers potentially could be criminally charged, such as complaints of excessive use-of-force by officer; supervise investigators assisting from outside police agencies.
4. Supervise the County Attorney "Law Enforcement Official or Judge Permit" firearms program; certify prosecutors to carry a concealed firearm; supervise attorneys in both classroom instruction and on the firearms range.
5. Supervise investigations; coordinate with local, state, and federal agencies; prepare court documents; document activities and findings of investigation according to standards and policy; supervise complex financial cases, including fraud, securities fraud, embezzlement, theft, identification theft, forgery, communications fraud, money laundering, racketeering, fraudulent business practices, mortgage fraud, etc.; supervise investigation of cases involving allegations of misconduct on the part of government employees and/or public officials; supervise internal affairs investigations for county and city government agencies.

### For Office Use Only

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Job Title: Sergeant – Investigations  
FLSA: Non-Exempt  
Effective Date: 7/21/2022  
Public Safety: Yes

Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Manager

6. Investigate special cases as assigned by the County Attorney or his or her Chief Deputy; assist county and city law enforcement agencies with high profile or complex cases, as requested; serve on local, state, and federal task forces, as assigned; respond to questions and complaints from the public, assigned personnel, County departments, and other agencies.
7. Assist with purchasing and maintenance decision for equipment, tools, and supplies within the bureau.
8. Preserve the peace by enforcing federal, state, and local laws; make lawful arrests for criminal activities; perform field work and participate in major criminal investigations including drafting affidavits for and serving arrest warrants, search warrants and investigative subpoenas (both for records and deposition).
9. Provide input on budget matters.
10. Propose policy and procedure changes.
11. Prepare for and participate in court proceedings; determine completeness of information, adequacy of evidence, and general preparedness of various cases for prosecution; present testimony in court relevant to cases investigated; meet with prosecutors in preparation for court and assist, as needed.
12. Enforce criminal and traffic laws and performs physical arrests; locate suspects via sales, purchases, money, vehicle, property, and other types of transactions.
13. Educate the public on how to protect themselves from becoming victims of fraud; give presentations to elderly, church, and civic groups; provide instruction on documenting and reporting suspected fraud scams.
14. Conduct training for other law enforcement agencies and officers pertinent to investigatory work conducted by the Bureau of Investigations.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively as a team member with the administration and members to the Utah County Attorney's Office.

**Additional Responsibilities May Include**

1. Conduct specialized cell phone forensic examinations and other digital forensic examinations, as assigned.
2. Conduct an in-depth investigation into a defendant's life to find mitigating and aggravating factors to be used in the penalty phase of a death penalty case.
3. Assist with staffing decisions, hiring, training, scheduling of workload, and delegation of assignments.
4. Compile and review reports, as needed.
5. Coordinate functions within the department, other county departments, volunteer groups, and outside agencies.

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

- Considerable knowledge of general law, state statutes, case law precedents, and laws specific to financial fraud, public corruption, peace officer use of force and criminal nonsupport
- Considerable knowledge of court procedures and rules
- Knowledge of the scientific principles used to determine human behavior in high stress and deadly force encounters
- Knowledge of investigative procedures and techniques
- Knowledge of the principles and practices of law enforcement specific to assignment
- Knowledge of weaponless self-defense and restraining techniques
- Knowledge of Spillman, Accurint, Filevine, or other technology used by the Utah County Attorney's Office
- Skilled in reading, writing, math, and interpersonal communication
- Skilled in coordinating and organizing investigative work
- Skilled in problem solving and decision making
- Skilled in using Office 365, including Word, Excel, and PowerPoint
- Skilled in using firearms, sufficient to qualify twice annually
- Skilled in the operation and use of restraining devices
- Skilled in driving vehicles at high speeds in pursuit situations
- Ability to prepare legal reports and documents
- Ability to think logically
- Ability to perform legal research and locate reference materials
- Ability to apply precedents of legal issues
- Ability to testify before a state or federal judge or magistrate in a concise and professional manner
- Ability to maintain cooperative working relationships with the public and other County employees
- Ability to maintain steady demeanor and good judgment during highly stressful situations

### **Supervisory Responsibility**

This position has supervisory responsibility, including but not limited to overseeing investigations that may incorporate multi-departmental investigative groups, and serves as a coach and mentor for other positions within the department.

### **Work Environment**

Work is typically performed in a professional office environment but may be performed for sustained periods outdoors 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 moderate to noisy. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. This job occasionally exposes the

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incumbent to potentially hostile situations and to unknown and dangerous situations. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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, color vision, and ability to adjust focus. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee is required to type, file and lift or move supplies or objects up to twenty (20) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. As job duties demand, may be required to perform work on any day and at any time.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to twenty-five (25) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Six (6) years of work experience in the capacity of a certified Law Enforcement Officer
3. Demonstrated experience conducting criminal investigations.
4. Related degrees beyond high school may also be considered in meeting up to two (2) of the six (6) years of experience required.

### **Additional Eligibility Qualifications**

1. Applicants must possess current Utah Law Enforcement Officer certification through The Utah State Peace Officer Standards and Training (POST) Agency. County employees being reassigned or transferred to this classification must possess Utah Law Enforcement Officer certification upon reassignment or transfer.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.

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3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Incumbents may be required to obtain and maintain other certifications including Force Science Analyst, digital forensic examiner and other certification as dictated by the Bureau Chief.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
7. Selected applicants will be required to submit to a pre-employment drug screen and 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**

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.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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