



**POSITION DESCRIPTION**

6 December 2016

Investigator

FLSA Status: Non-Exempt  
Classification: Occupational  
Salary Grade/Band:

Reports to: Duchesne County Sheriff's  
Detective Lieutenant

Revised: \_\_\_\_\_

Human Resources Initials: \_\_\_\_\_

**POSITION PROFILE**

Under the general supervision of the Detective Lieutenant, performs administrative and professional law enforcement duties related to investigations.

**GOALS**

- To provide exceptional and professional courtesies to public and staff.
- To articulate and convey information accurately and appropriately to staff and public.
- To ensure work performance, effective time management practices, and attention to detail.
- To maintain the upmost confidentiality of all information pertaining to an investigation
- To enhance patrol staff excellence and development.

**ESSENTIAL FUNCTIONS**

- Performs internal investigations and determination of corrective actions upon assignment.
- May be assigned to a specialized function or division other than investigations, if necessary. Provides "on-call" support and communications for critical incidents, tactical questions and actions.
- Responds to calls for service and performs investigations as needed.
- Prepares reports on investigation activities; reviews reports and other investigative leads.
- Provides safety awareness.
- Advises neighborhood watch groups regarding processes and procedures.
- Coordinates staff and resources with other agencies, i.e. Forest Service, FBI, BLM, DEA, and ATF, when necessary.
- Attends court proceedings; offers testimony regarding various criminal cases; responds and appears at federal proceedings upon being subpoenaed.
- Reviews numerical and narrative statistical reports.
- Performs related duties as business necessitates.
- Demonstrate a comprehensive understanding of the criminal justice process, from investigation and arrest to court and prison

- Apply legal concepts, including use of force, search and seizure, and due process
- Understand delinquency risk factors, diversion and prevention
- Study crime activity and implement tested techniques and methods, as well as new technologies to reduce criminal activity.

### **EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent plus POST Peace Officer Certification; plus, two (2) years of specialized training provided through college, POST or professional sponsored programs; and
- Five (5) years of progressively responsible law enforcement experience, preferred.
- Experience in evidence collection, process and documentation
- Bilingual Spanish desired, but not required.

### **LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.
- Law Enforcement Officer and Special Functions Officer Certificates.
- Must maintain 40 hours of annual training to maintain POST certification.

### **SKILLS/ABILITIES**

- Leverage advanced skills and knowledge
- Skill in the operation of motor vehicles at high speed and in dangerous situations.
- Skill in the use of firearms and related equipment.
- Considerable knowledge of and interpretation of law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of local, state and federal laws.
- Considerable knowledge of office practices and procedures.
- Considerable knowledge of county geography, road systems, and boundaries.
- Develops effective working relationships with the public and fellow employees.
- Ability to react effectively and safely in emergency and stressful situations.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate conduct.
- Knowledge and application of first aid.
- Basic computer skills using MS Office and email.
- Considerable time management skills with the ability to work under time restraints to meet deadlines
- Ability to communicate effectively orally and written communication skills
- Ability to maintain, monitor and assure a safe working environment.
- The ability to use both inductive and deductive reasoning
- The ability to show self-discipline, perceptiveness, honesty, trustworthiness, dependability and resilience
- Considerable Open-mindedness and ability to think outside the box and creatively
- Considerable knowledge in crime scene management and evidence collection and documentation.

## PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

## LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbally.
- Must be able to read and understand state, and local regulations governing patrol operations and other related regulations associated with governmental agencies.

## REASONING ABILITY

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to carry out instructions furnished in written or verbal forms.
- Ability to review numerical and narrative statistical reports.
- Ability to exercise quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

## PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 lbs. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

## HAZARDS

- Work may expose the incumbent to potentially hostile situations and to individuals who 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.

## ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.