

Sevier County Job Description



Title: Detective Sergeant	Department: County Sheriff
Grade: 22	FLSA Status: Non-Exempt
Job Code: 938	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **technical professional and first-line supervisory** law enforcement duties related to the organizing and coordinating the investigation functions of County Sheriff's office. Performs day-to-day tasks necessary in performing a wide range of felony and misdemeanor crime scene investigations and the preservation of evidence.

SUPERVISION RECEIVED

Works under the general supervision of a Chief Deputy.

SUPERVISION EXERCISED

May provide general supervision and assistance to division detective staff.

ESSENTIAL FUNCTIONS

Administration:

- Coordinates and directs activities and assists in the performance of assigned operations;
- Plans, directs and coordinates the activities of the major crimes unit as it pertains to drug activities within Sevier and Piute County;
- Helps subordinates improve their skills and abilities in order to prepare them for specialized assignments through trainings;
- Observes and evaluates work performed by subordinate officers and ensures policies and procedures are followed;
- Delivers and implements managerial directives and communicates subordinate concerns to management;
- Follows up on complaints involving shift officers;
- Reports any insubordination or misconduct to commanding officer;
- Trains and supervises in the use of forensics equipment and investigative techniques;
- Ensures subordinate personnel are fit for duty;
- Manages timesheets and hours worked of employees.

Investigations:

- Assigns cases for investigation and monitors case progress and approves final disposition;
- Supervises or performs complex investigations, technical services, evidence management and community relations functions;
- Responds to major crime and assumes command until relieved or assigns person in charge;
- Responds to crime scenes and collects, preserves, receives, logs and analyzes evidence and questions witnesses and victims and prepares all necessary reports, using various methods, i.e., photography, videography, diagramming, and scripting;
- Investigates circumstances of crime and documents statements from suspects, victims and witnesses;
- Confers with officers at crime scenes and reviews submitted reports of cases investigated by deputies;
- Conducts undercover investigations and establishes relationships with confidential informants to detect illegal activities;
- Prepare and execute warrants, subpoenas and documents case information;
- Serves as Commander of the Drug Suppression Unit and instructs and trains personnel in correct methods;
- Investigates and apprehends persons suspected of illegal sale, purchase or use of narcotics;
- May examine prescriptions and pharmacy's and physician's records to ascertain legality of sale and distribution of narcotics;
- Performs case management and prepares cases for court according to formalized procedures and provides testimony in court as required and coordinates case preparation with Chief Deputy, Sheriff and County Attorney;
- Establishes and maintains intelligence files of criminal activities taking place within the county jurisdiction;
- Follows-up on all fugitives held for other agencies;
- Receives crime complaint reports;
- Conducts pre-employment investigations and criminal history checks;
- Conducts internal investigations of alleged violations of policy, procedure or criminal activity;
- Assists in the coordination of inter-agency and inter-jurisdictional investigations;
- Cooperates with other local, federal and state programs;
- Performs routine patrols and assists uniformed officers as required.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Graduation from high school or equivalent and POST Peace Officer Certification, plus two (2) years of specialized training provided through college, POST or professional sponsored programs, and six (6) years of progressively responsible law enforcement performing above related duties which includes experience in a supervisory capacity, with three (3) years working in investigations with Sevier County.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:**Considerable knowledge of**

- County geography;
- Modern law enforcement principles, procedures, techniques and equipment;
- Applicable federal, state, county, and city laws and ordinances and departmental rules and regulations;
- Evidence recovery (photography, finger printing, crime scene processing);
- Incident command practices;
- Report writing.

Working knowledge of

- Hazardous waste classifications and emergency procedures related to control, containment and confinement;
- Federal, state, county and city ordinances;
- Principles of law enforcement administration and supervision;
- Investigative procedures and practices;
- Legal liabilities associated with arrest and law enforcement;
- Court room procedures and laws of evidence.

Skill in

- Breathalyzers, radar units, police batons and restraining devices;
- Basic CPR, First Aid;
- Operation of motor vehicles at high speed and in dangerous situations;
- The use of digital cameras, audio and video recording devices, GPS and audible tone tracking devices, optics and hearing devices for surveillance, and electronic transmitters;
- Illumination and forensic lights;
- Fingerprinting inks, chemicals, powders, measuring devices, electro-static print lifting tools, AFIX Fingerprint 10 system (computerized);
- Evidence packaging tools;
- Computers, scanners, computer software, photo copier;
- Medical/personal protective equipment;
- Firearms, less-lethal electronic and impact weapons;
- Radio/phone communication equipment, etc.

Ability to

- Deliver effective courtroom testimony;
- React effectively in emergency and stress situations;
- Ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations;
- Ability to follow standard safety practices and procedures common to law enforcement work;
- Perform work requiring good physical condition;
- Operate a personal computer and various programs, such as Microsoft Word, Excel, etc.;
- Communicate effectively, verbally and in writing;
- Establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must complete POST supervisory training.
- Must maintain firearm proficiency.
- Must possess a CPR and First Aid Certification.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. Work Environment:

- Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching.
- Essential functions require talking, hearing and seeing.
- Frequent travel required in course of performing portions of job functions.
- Elements of the job pose various degrees of hazard uncertainty common to law enforcement.
- Functions of the position generally performed in a controlled environment.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving.
- Continuous use of motor skills.
- Periodic exposure to the presence of blood borne or airborne pathogens.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. 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. 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.

I _____ have reviewed the above job description. Date: _____
 (Employee)

I have reviewed this job description with the employee: _____ Date: _____
 (Supervisor Signature)