

Sevier County Job Description



Title: Detective	Department: County Sheriff
Grade: 20	FLSA Status: Non-Exempt
Job Code: 936	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **working level technical professional** 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 Detective Sergeant.

SUPERVISION EXERCISED

May provide general supervision and assistance to Deputy Sheriff(s) engaged in investigative activities within the Department.

ESSENTIAL FUNCTIONS

- Responds to crime scenes, and collects, preserves, receives, logs and analyzes evidence;
- Documents crime scene using various methods, i.e., photography, videography, diagramming, and scripting;
- Confers with officers at crime scenes and reviews submitted reports of cases investigated by deputies;
- Uses miscellaneous chemicals, kits and supplies to collect evidence such as blood and/or semen specimens, latent fingerprints, impressions of footprints, tire tracks, tool marks, etc.;
- Ensures proper handling, inventory and chain of custody of all evidence associated with various cases;
- Logs disposition of evidence or property for release or disposal;
- Investigates circumstances of crime and documents statements from suspects, victims and witnesses;
- Interrogates and/or arrests suspects;
- Performs case management and prepares cases for court according to formalized procedures and provides testimony in court;
- Coordinates case preparation with County Attorney;
- Establishes and maintains intelligence files of criminal activities taking place within the county jurisdiction;
- Prepare and execute warrants, subpoenas, and documents case information;
- Conducts undercover investigative activities related to narcotics and other illegal activity as assigned;
- Establishes relationships with confidential informants to detect illegal activities as assigned;
- 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;
- Follows-up on all fugitives held for other agencies and receives crime complaint reports;
- Performs patrol deputy responsibilities as required and writes daily reports;
- Trains and supervises in the use of forensics equipment and investigative techniques;
- Conducts pre-employment investigations and criminal history checks;
- Conducts internal and inter-agency 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;
- Attend training as assigned or sought out.

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 five (5) years of progressively responsible law enforcement performing above related duties, with a preference of three (3) years being performed with Sevier County.

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

2. **Required Knowledge, Skills and Abilities:**

Working knowledge of

- Investigation techniques and police terminology and practices;
- Modern law enforcement principles, techniques, procedures and equipment related to crime scene investigation, control and preservation of evidence;
- Applicable federal, state and county laws and ordinances;
- Applicable department rules, regulations and standard operational procedures.

Skill in

- 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

- Interview, observe situations, record them and react quickly and calmly;
- Ability to exhibit imagination, initiative and problem-solving capability in dealing with a variety of law enforcement situations and criminal investigations;
- Deal effectively and courteously with fellow officers and the public;
- Communicate effectively, verbally and in writing;
- Act with tact and impartiality;
- Perform work requiring good physical condition;
- Use a variety of techniques typical to detective investigation in gathering evidence.

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 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:

- Functions of the position generally performed in a controlled environment.
- Frequent travel.
- Many functions of the work pose high degree of hazard uncertainty.
- 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)