

# Uintah County

## Job Description



<b>Title:</b>	Detective I	<b>Code:</b>	806-1
<b>Division:</b>	Detective	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	25

### 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 the Detective Sergeant.

### SUPERVISION EXERCISED

May provide general supervision and assistance to patrol officers engaged in investigative activities within the Department.

### ESSENTIAL FUNCTIONS

Performs and coordinates detective activities related to investigation of criminal cases ranging from crimes against persons and property to crimes against peace, order and decency (such as auto theft, armed robbery, homicide, etc).

Examines scenes of crime to obtain clues and gather evidence; investigates suspected persons to establish their guilt or innocence; investigates circumstances of crime and questions witnesses; arrests or assists in arrest of criminals or suspects; prepares cases for court according to formalized procedures and provides testimony in court as required; coordinates case preparation with County Attorney.

Secures evidence, ensures proper handling, inventory and chain of custody of all evidence associated with various cases.

Reviews and submits reports of cases investigated by deputies; performs follow-up detective duties in investigating crimes and apprehending criminals; establishes and maintains intelligence files of criminal activities taking place within the county jurisdiction.

Conducts undercover investigative activities related to narcotics; establishes relationships with confidential informants to detect illegal activities; 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; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

Follows-up on all fugitives held for other agencies; assures proper procedures and followed for out-of-state extradition such as agency notification, copy of warrants, court arraignments, waivers, governors warrants and arraignment for transportation.

Operates mobile crime laboratory; confers with officers at crime scenes; photographs crime scene, takes measurements and diagrams scene; collects marks and preserves evidence; takes blood and/or semen specimens; takes latent fingerprints, takes impressions of footprints, tire tracks, tool marks, etc.; uses miscellaneous chemicals, kits and supplies as dictated by the crime scene; receives and logs all evidence and property; performs comparisons and analysis or seeks crime lab assistance; logs disposition of evidence or property for release or disposal.

Reviews evidence collected by deputies; determines quality of evidence and evaluates strength of case.

Receives crime complaint reports; conducts vehicle identification number inspections; transports prisoners to court; performs patrol deputy when required; writes daily reports; trains and supervises in the use of crime and laboratory equipment.

Assists in the coordination of inter-agency and inter-jurisdictional investigations; cooperates with other local, federal and state programs.

Performs other related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years of progressively responsible experience in law enforcement,

OR

C. An equivalent combination of training, education or experience.

2. Required Knowledge, Skills and Abilities:

**Working knowledge of** investigation techniques; working knowledge of modern law enforcement principles, techniques, procedures and equipment related to crime scene investigation, control and preservation of evidence; working knowledge of applicable federal, state and county laws and ordinances; working knowledge of applicable department rules, regulations and standard operational procedures; working knowledge of police terminology and practices; some knowledge in the field of polygraph testing and the methods and techniques of administering polygraph examinations; .

**Skill in** the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms; communication equipment, laptop computer, ballistic vest, non-lethal weapons, etc.

Ability to 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; ability to deal effectively and courteously with fellow officers and the public; ability to communicate effectively, verbally and in writing; ability to act with tact and impartiality; ability to perform work requiring good physical condition; ability to use a variety of techniques typical to detective investigation in gathering evidence.

3. Special Qualifications:

Must be certified through P.O.S.T.

Must possess a valid Utah State Drivers License.

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.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) 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.

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