

Uintah County

Job Description



Title:	Sergeant	Code:	809-3
Division:	Detective	Effective Date:	3/07
Department:	Sheriff	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	30

GENERAL PURPOSE

Performs **first-line supervisory and professional law enforcement duties** related to investigations. Plans, directs and coordinates the investigative functions and manages assigned caseload.

SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff.

SUPERVISION EXERCISED

Provide general to close supervision to Corporal(s), Detective(s) II and I; serves as FTO.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the investigations division; establishes case priorities and projects; participates in the overall management of the department by proposing policy changes and implementing the same upon approval; provides field assessment of various policies and operating procedures; makes recommendations relating to policy, practices and standard operating guidelines and procedures; prepares periodic reports as needed to apprise department management of various conditions and results.

May assist to schedule work, vacation and compensatory days; acts as direct liaison between deputy officers and sheriff; maintains records; evaluates subordinate performance.

Assists in the development of staff investigative skills; implements training programs and monitors staff progress; maintains departmental records showing training and certification achievements & activity; appraises staff of available training opportunities; coordinates training functions with POST and in-house trainers.

Monitors performance of division personnel; assures compliance with established performance expectations and standard operational procedures; makes recommendations effecting employee retention, advancement, discipline and discharge; reviews grievances and serves as the first level for resolution in the grievance process; assists with internal affairs investigations.

Handles personal caseload for a variety of cases, including felonies and misdemeanors; investigates theft, burglary, rape, homicides, auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists to conduct death investigations and transportation of bodies; delivers death and other emergency messages; serves as backup for officers on possible violent situations.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, suspicious drug activities; and vandalism; prepares initial investigation reports on scene of crime; gathers and secures evidence creates chain of custody records needed for court, and interviews victims and witnesses.

Prepares reports on investigation activities; reviews reports and daily logs of detective personnel; keeps time sheet records; prepares division memos.

Performs preventive teaching; may teach in class room setting and deliver instruction on safety awareness; advises neighborhood watch groups regarding processes and procedures; instructs in drug awareness program, etc.

Attends court proceedings; offers testimony regarding various criminal and traffic cases; responds and appears at federal proceedings upon being subpoenaed; performs court security, or assigns subordinates

to court security functions; perform collection technician function for chain of custody for urine analysis for Drug Court, DSFC, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Graduation from high school plus POST Peace Officer Certification; plus, one (1) year of specialized training provided through college, POST or professional sponsored programs;
- AND
- B. Five (5) years of progressively responsible law enforcement experience;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of local, state, and federal laws; procedures and techniques of police work; arrest, search and seizure laws, booking procedures, court procedures; departmental operations and procedures; county geography; working knowledge of English, grammar, and technical writing skills; basic investigation techniques and methods.

Skilled in the use of firearms and operation of police vehicles and equipment.

Ability to plan and organize the work of assigned subordinates; interpret and apply the criminal code; react effectively in emergency and stress situations; exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations; enforce laws and ordinances with tact and impartiality; follow standard safety practices and procedures common to law enforcement work; communicate verbally, and in writing; establish and maintain effective working relationships with fellow employees, other agencies, supervisors, and the public.

3. Special Qualifications:

- Must possess a valid Utah State Drivers License.
- Must be P.O.S.T. certified.
- Must work rotating shift work. Must work on-call 24 hours.
- Must complete 40 hours of training per year to maintain certification.

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 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)