



Grand County

Job Description

Title: Major Crimes Task Force Commander	Job Code: 2685
Division: Patrol Operations	Effective Date: 2/2023
Department: Sheriff's Office	Last Revised: 2/2023

GENERAL PURPOSE

Performs a wide range of **advanced level professional law enforcement duties** related to law enforcement as needed to secure and maintain a safe environment for county citizens and to protect rights as established by federal, state, and local laws. Provides supervision of field operations and personnel of the Grand County Major Crimes Task Force.

SUPERVISION RECEIVED

Works under the direct supervision of the Grand County Sheriff and Chief Deputy Sheriff.

SUPERVISION EXERCISED

NONE

ESSENTIAL FUNCTIONS

- Supervise and direct the work of personnel from multiple law enforcement agencies assigned to the Grand County Major Crimes Task Force; plan, coordinate, and participate in field operations.
- Preserve the peace by enforcing federal, state, and local laws; make lawful arrests for criminal activities; perform field work and participate in major criminal investigations as needed including employing investigative techniques to locate fugitives and executing search and arrest warrants.
- Oversee wiretap investigations according to federal regulations (Title III); conduct local, county, state, and federal investigations of interstate drug trafficking organizations; conduct criminal gang investigations.
- As requested by the Sheriff may supervise or assist major crime investigations including kidnapping, homicide, robbery, or other Major crimes.
- Communicate and coordinate all drug operations with the FBI, ATF, HSI, HSI/ERO, DEA, State Bureau of Investigations, National Guard, AP&P, and county and local police agencies.
- Coordinate operational plans requiring the assistance of federal, state, county, and local police agencies.
- Communicate and coordinate all joint operations outside of the State of Utah with local, county, state, and federal entities.
- Supervise and assist in all joint air operations for surveillance with the National Guard.
- Account for "buy money" from HIDTA and JAG funds issued by the Task Force; conduct monthly and annual audits.
- Reconcile other accounts and participate in federal and state audits.
- Work with local, state, and federal prosecuting attorneys.
- Conduct regularly scheduled task force meetings.
- Conduct daily Task Force briefings to discuss drug intelligence and planning of search warrants.
- Act as Incident Commander as needed; perform duties of subordinates as necessary to ensure functional operation of the Task Force; respond on an on-call basis as assigned.
- Exemplify the desired culture and philosophy of the organization.
- Work effectively as a team member with other members of management and the Sheriff's Office.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. To be considered for this assignment, employee must currently hold the rank of Patrol Deputy III and have a minimum of four years of Task Force related experience.

- B. The selected employee will return to the Sheriff's Office as their previous or hired rank upon completion of the assignment.

2. Knowledge, Skills, and Abilities:

- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of Grand County Rules and Regulations, Grand County Sheriff's Office Policy and Procedures, and the policies and procedures of the Grand County Major Crimes Task Force
- Knowledge of County, state, and federal codes and laws pertaining to law enforcement, narcotics investigations, Title III operations, and other laws and practices specific to assignment
- Knowledge of the principles and practices of law enforcement specific to assignment
- Skilled in reading, writing, business math, and bookkeeping
- Skilled in standard software applications used for document and spreadsheet composition
- Skilled in making public presentations
- Skilled in operating and maintaining equipment used in law enforcement, including firearms
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in creating and maintaining files, records, and reports
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently and determine the best use of personnel and resources
- Ability to effectively supervise others including motivating, coaching, evaluation of performance, and administration of discipline
- Ability to diffuse hostility, remain calm and professional in emotionally charged situations, and make appropriate decisions rapidly in an emergency

3. Special Qualifications:

1. Employee must possess Law Enforcement Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency upon reassignment.
2. Employee must become federally cross certified as a United States Customs Officer with the Department of Homeland Security and/or the Federal Bureau of Investigations and/or the Drug Enforcement Agency during the first six (6) months in this classification.
3. Incumbents are required to maintain POST certification and successfully complete required annual training.
4. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
5. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
6. Employee must possess a valid State of Utah driver's license upon reassignment.
7. Employee may be subject to additional background checks.

Note: Requirements for obtaining Law Enforcement Officer certification include being twenty-one (21) years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test.

4. Work Environment:

Work is regularly performed in environmentally controlled rooms but is also performed for sustained periods outdoors and in all weather conditions. Work occasionally requires the use of protective devices such as personal body armor, masks, goggles, and gloves. Work occasionally exposes the incumbent to bodily fluids, and to contagious or infectious diseases including HIV, and Hepatitis A, B, or C. Work occasionally exposes the incumbent to hazardous chemicals including Methamphetamine labs. Work occasionally exposes the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets.

The incumbent is required to drive Grand County owned vehicles in the course of conducting County business and must abide by the Grand County Vehicle Policy.

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)