



# Grand County

## Job Description

<b>Title:</b>	Criminal Investigator	<b>Job Code:</b>	2626
<b>Division:</b>	Investigations	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	12/2024

### GENERAL PURPOSE

Performs a variety of **full performance professional and technical** duties for criminal investigations in the protection of life and property through the enforcement of laws and ordinances.

### SUPERVISION RECEIVED

Works under the direct supervision of the investigation, patrol supervisor, and senior criminal investigator.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

**Criminal Activities:** Reviews and investigates crimes; assists with overseeing the investigations of crimes; assist other law enforcement agencies in criminal cases; manages controlled substances in accordance with Federal and Utah laws; assists Narcotics Task Force.

Performs criminal investigation work; reviews daily reports for screening, prosecution, follow-up investigations or suspension; secures evidence, seeks and develops sources of information necessary for the arrest and successful prosecution of persons and witnesses; maintains surveillance of known criminal offenders; confers with Senior Criminal Investigation on unusual or difficult problems with criminal cases.

**Enforcement & Operations:** Responds to calls for service, patrols residential, business and industrial centers; patrols assigned roadways and citizen traffic areas in patrol vehicle to observe the general public and traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; assists with search and rescue efforts.

Reports to accident scenes to render first-aid to injured persons and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses; responds to civil disputes and domestic calls.

**Domestic Violence Investigation:** Reviewing and investigating domestic violence cases to help the arresting officer supply the County Prosecutor with comprehensive and professional information relevant to each case. This includes: ensuring that lethality assessment protocols (LAP) are conducted for every case; coordinating victim services for victims of crime; reviewing and investigating elder abuse and fraud, custodial interference, and stalking; and other related tasks.

Keeps up-to-date on domestic violence investigation techniques, relevant laws, and victim services through continuous learning and training; Builds and maintains strong relationships with community organizations that support domestic violence victims; stays informed about resources available to victims at the federal, state, and local levels.

Develops and presents training programs focused on domestic violence response and investigative techniques. This includes the implementation of trauma-informed response strategies; Attends community group meetings to provide education and promote awareness; maintains a professional image in appearance and demeanor at all times; collaborates with the Victim Assistance Unit to

ensure victims receive comprehensive services. This includes assistance with protective orders and/or stalking injunctions, as well as timely case updates, including court dates.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her).

**Civil Processes & Apprehension:** Serves as an agent of the court in satisfying civil and criminal warrants including writs of execution, subpoenas, restitution or attachment/seizures, property replevins, and protective orders; locates persons named in criminal warrants and executes the warrants, makes arrests; provides courtroom testimony as required; enters and updates inmate computer records to accurately reflect status of civil documents serviced; assists in conducting sheriff sales.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from High School or GED; plus, Graduation from (P.O.S.T.) Academy  
AND
- B. Three (3) years of progressively responsible law enforcement experience.  
OR
- C. An equivalent combination of education and experience.

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2. Knowledge, Skills, and Abilities:

**Working knowledge of** local, state, and federal laws such as traffic code, investigation techniques, juvenile code, civil procedures and criminal code; investigative methods and techniques, specialized law enforcement equipment such as radar; county geography, road systems, and boundaries; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures, civil paper serving and processing; English, grammar and technical writing skills.

**Skill in** the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms, Taser, urinary analysis machine, ASP, radio, restraints, computer, etc.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

Must have POST certification and be at least 21 years of age.

Must pass an extensive background investigation. Must possess a valid Utah State Driver's License.

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, e.g. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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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)