



Sheriff Investigator, Criminal Investigation Division (2690)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 18

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to investigate felony and misdemeanor cases committed within Bulloch County. Primary duties include performing law enforcement, regulatory work involving investigation of crimes, and other related functions under the direction of the Captain, Criminal Investigation Division (CID).

Typical Duties

Leads and coordinates investigative activities: confers with commanding officer to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; assists with complex/problem situations, and provides technical expertise; and assists with training and instructing officers regarding operational procedures and proper use of equipment and firearms.

Conducts investigations of felonies and misdemeanors committed within the County: conducts surveillance, controlled purchases of illegal narcotics, drafting and serving search warrants, testing marijuana or other substances for court, and meeting with informants or concerned citizens; and plans for and conducts high-risk search warrants.

Performs crime scene processing: obtains photographs, fingerprints, and questions victims, suspects, witnesses, and prisoners as needed; helps Chief Investigator establish positive identification(s); and acquires pertinent information which may be used in court or to further solve case(s).

Investigates problems and potential crimes in the jail and among inmates.

Assists other law enforcement agencies such as the State Highway Patrol, State and Federal Alcohol, Tobacco, and Firearms agencies, and local police departments in enforcing laws as needed: recovers evidence from incident locations involving other agencies; and instructs officers from other agencies on proper techniques of narcotics enforcement.

Searches for and preserves evidence, questioning suspects and witnesses, and arresting suspects.

Processes a variety of documentation associated with investigative operations, within designated timeframes and per established procedures: prepares or completes incident reports, written victim/witness/suspect statements, consent to search/search warrants, evidence receipts, Miranda waivers, warrants, criminal histories, citations, etc.; forwards or retains as appropriate; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Assists the District Attorney in preparing evidence and reports for felony cases: appears in court as required; maintains physical evidence for criminal and civil court cases; documents test results processed

by the GBI crime lab; conducts civil processes of asset forfeiture; presents completed case files to District Attorney; and carries out instructions of the Judge during court sessions.

Performs public relations-related duties for the department as needed.

Patrols the County and conducts security checks as needed to prevent crime and protect local properties and businesses; responds appropriately to hazards as needed when on patrol.

Testifies in court as needed.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Criminal Justice, Law Enforcement or related field; supplemented by three years of experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards & Training (POST) Certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, traffic hazards, toxic agents, animal/wildlife attacks, animal bites, human attacks/bites, explosives, firearms, water hazards, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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