

MARSHALL COUNTY, ALABAMA

Job Description

CHIEF INVESTIGATOR

Department: Sheriff's Department

Job Code: 780

Pay Grade: 112

FLSA Status: Non-Exempt

Reports To: Chief Deputy

JOB SUMMARY

The Chief Investigator directs and coordinates activities of a group of individuals engaged in the investigation of criminal cases such as auto theft, armed robbery, missing persons, homicide, vice, narcotics, and crimes involving youths. Assigns cases. Reviews case files and submits reports to DA. Directs photographing of crime scene, evidence, and suspects. Submits record of suspicions along with statement of witnesses and informants to obtain search warrant necessary to raid premises suspected of housing illegal activities. Conducts raids upon establishments suspected of violating such statutes as gambling or prostitution laws and oversees arrest of persons involved. Cooperates with other departments or divisions to protect the public from criminals at public gatherings and special events. Personally, investigates criminal cases of designated types or as needed.

ESSENTIAL JOB FUNCTIONS

- Supervises the investigations division of the Sheriff's Department.
- Assigns criminal and civil investigations to staff.
- Oversees investigations and reviews progress periodically.
- Assists investigators in the successful conclusion of investigations.
- Reviews, approves, and disseminates final investigative reports and files.
- Trains staff on procedures and record keeping.
- Assists in recruitment and training of new investigators.
- Prepares and reviews performance appraisal and discusses with subordinates.
- Counsels employees regarding job performance and documents in accordance with established procedures.
- Recommends disciplinary action, as needed.
- Reviews time and leave reports for assigned staff.
- Schedules vacation and time off for employees in division.
- Conducts high profile investigations, supervises sex offenders, manages confidential funds, and assures evidence is properly collected and preserved.
- Conducts and coordinates complex and high-profile investigations and assists in the analysis of criminal activities.
- Manages the use of confidential funds.
- Oversees the collection, maintenance, and dissemination of criminal intelligence information and activities on investigations within the County.
- Ensures the proper collection and preservation of evidence and ensures safe keeping and proper disposal of seized money, property, or assets by closely monitoring work of staff.
- Assigns and supervises confidential informant's investigations.
- Reviews files to assure that proper rules and procedures were used to establish probable cause in order to obtain arrest and search warrants.
- Supervises sex offenders within the County.
- Supervises the maintenance of all sex offender files.
- Conducts computer voice analyzer (CVSA) tests as needed.
- Prepares court testimony, testify in court as needed.
- Coordinates information between prosecutorial and judicial branch of the criminal justice system.

- Conducts investigations as needed.
- Promotes positive relations within and outside of the department, and with outside organizations.
- Creates and maintains professional relationship with local and national intelligence organizations by communicating with them and attending meetings.
- Offers guidance and advice to all officers within the department.
- Makes presentations regarding criminal justice issues.
- Serves as agency representative on task force advisory boards.
- Reviews and disseminates information regarding new and existing laws on investigations.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and four (4) years of experience as a law enforcement officer, which includes two (2) years of investigations experience, or an equivalent combination of education and experience.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Must be certified in operation of computer voice analyzer (CVSA) equipment.
- Must be certified as a law enforcement officer by the Alabama Peace Officer's Standards and Training Commission.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles of management and supervision.
- Knowledge of digital and electronic equipment such as digital cameras, body wires, pinhole cameras, transmitters, repeaters, recorders, and computer software.
- Knowledge of Standard Operating Procedures.
- Knowledge of proper use of handcuffs, mace, firearms, 2-way radio, and fingerprint computer.
- Knowledge of proper law enforcement procedures in arrests, interviewing, and handling of prisoners.
- Knowledge of County, state, and federal rules, regulations, policies, and laws related to law enforcement and investigations.
- Knowledge of drugs and their effects.
- Knowledge of modern criminal investigation techniques and procedures.
- Ability to communicate both orally and in writing.
- Ability to read and comprehend laws, ordinances, policies, and procedures and appropriately apply them to work situations, and inform subordinates.
- Ability to give subordinates clear oral instructions and directions.
- Ability to perform mathematical calculations related to investigations, with or without a calculator.
- Ability to write to the extent necessary to complete forms, reports, and case files.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public, victims, and witnesses to provide information in a polite and efficient manner both in person and on the telephone.
- Ability to obtain information through interview and interrogation.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to use a variety of digital and electronic equipment, including a computer voice analyzer (CVSA) and procedures to obtain and correctly identify and categorize evidence.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, standing, stooping, walking, speaking at a level to convey information, talking at a level to exchange ideas, and shouting in order to be heard. Visual acuity at a level to view computer terminal, analyze data, inspect small objects, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in an indoor and outdoor work environment. Work requires traveling between locations. Work may be performed in a hazardous work environment in which the employee is subject to potential personal danger.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.