

SHERIFF INVESTIGATIONS SERGEANT

DEFINITION

Under general supervision, to provide supervision and training for the staff of the Sheriff Department Investigative Unit; to initiate and conduct investigations; to collect and preserve evidence; to supervise evidence room; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required

DISTINGUISHING CHARACTERISTICS

This is the first supervisory level in the professional law enforcement Sheriff Investigator class series. In addition to supervisory responsibilities, an incumbent also performs specialized investigative work in the Sheriff's Department. They are subject to call-out 24 hours per day.

REPORTS TO

Undersheriff.

CLASSIFICATION SUPERVISED

Sheriff Investigator and Evidence Clerk.

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EXAMPLES OF DUTIES

- Plans, organizes, and supervises the work of staff assigned to the Sheriff Department Investigative Unit,
- Provides training and work evaluations for assigned personnel.
- Ensures that investigative assignments are conducted in accordance with Department rules and regulations.
- Ensures proper use of Department equipment.
- Plans, coordinates, and conducts assigned criminal investigations.
- Takes charge of crime scenes and directs other staff.
- Interviews witnesses and suspects, evaluating the importance of information received.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Prepares reports resulting from investigations.
- Substantiates findings of fact in court.
- Prepares and serves search/arrest warrants/affidavits and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies' investigations and arrests.
- May train other Department staff in investigative methods and techniques.
- Conducts surveillance.
- May have responsibility for witness protection and court security; supervises informants and undercover operatives.
- Operates a variety of investigative equipment.
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural.
- Investigates sexual assaults, child molestations, and elder abuse cases.
- Attends, documents, and evaluates autopsies.
- May be assigned to assist with fingerprinting or fingerprint classification work; takes pictures and makes sketches at crime scenes.
- Lifts latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- Keeps firearms and other equipment in good working condition.
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office.
- May request issuing of search warrants and criminal complaints,
- Develops and prepares detailed reports of unusual investigations.
- May make public speaking presentations at schools, fairs, official meetings, and service clubs, serving as Department spokesperson.
- May operate a marked patrol unit and cover an assigned area.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

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Ability to:

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Plan, organize, coordinate, and conduct criminal investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

In addition to the minimum requirements for a patrol sergeant the application should have:

Two (2) years of experience in professional law enforcement work comparable to that of a Sheriff Investigator in Plumas County.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

Special Requirements:

Currently at the rank of sergeant or on a valid sergeant promotional list from which a vacancy will be filled. (First to be considered are those who are currently at the rank of sergeant. If there is not a sergeant candidate to be considered, the valid sergeant promotional list will be used.)

Possession of an Intermediate Certificate issued by the Commission on Peace Officer Standards and training (P.O.S.T.).

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles. The valid California License must be maintained throughout employment.