

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

CHIEF INVESTIGATOR

Job Grade: 15

JOB CODE: 984

Department: Sheriff
Reports To: Chief of Operations
Date: August 2015
FLSA: Exempt
DOT Reference: 375.167-022

JOB DESCRIPTION

Direct 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. Assign cases. Review case files and submit reports to DA. Directs photographing of crime scene, evidence, and suspects. Submit 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. Cooperate with other departments or divisions to protect the public from criminals at public gatherings and special events. May personally investigate criminal cases of designated types or as needed.

ESSENTIAL JOB FUNCTIONS

- A. Supervise the investigations division of the Sheriff's Department:
1. Assign criminal and civil investigations to staff.
 2. Oversee investigations, and review progress periodically.
 3. Assist investigators in the successful conclusion of investigations.
 4. Review, approve and disseminate final investigative reports and files.
 5. Train staff on procedures and record keeping.
 6. Assist in recruitment and training of new investigators.
 7. Prepare and review performance appraisal and discuss with subordinates.
 8. Counsel employees regarding job performance and document in accordance with established procedures.
 9. Recommend disciplinary action as needed.
 10. Review time and leave reports for assigned staff.
 11. Schedule vacation and time off for employees in division.
- B. Conduct high profile investigations, supervise sex offenders, manage confidential funds, assure evidence is property collected and preserved:
1. Conduct and coordinate complex and high profile investigations and assist and the analysis of criminal activities.
 2. Manage the use of confidential funds.
 3. Oversee the collection, maintenance and dissemination of criminal intelligence information and activities on investigations within the county.

ESSENTIAL JOB FUNCTIONS (Continued)

4. Ensure the proper collection and preservation of evidence, and ensure safe keeping and proper disposal of seized money, property or assets by closely monitoring work of staff.
 5. Assign and supervise confidential informants investigations.
 6. Review files to assure that proper rules and procedures were used to establish probable cause in order to obtain arrest and search warrants.
 7. Supervise sex offenders within the county.
 8. Maintain files on location, vehicles, and jobs of sex offenders within the county.
 9. Conduct computer voice analyzer (CVSA) tests as needed.
 10. Prepare court testimony, testify in court as needed.
 11. Coordinate information between prosecutorial and judicial branch of the criminal justice system.
 12. Conduct investigations as needed.
- C. Promote positive relations within and outside of the department, and with outside organizations:
1. Create and maintain professional relationship with local and national intelligence organizations by communicating with them and attending meetings.
 2. Offer guidance and advice to all officers within the department.
 3. Make presentations regarding criminal justice issues.
 4. Serve as agency representative on task force advisory boards.
 5. Review and disseminate information regarding new and existing laws regarding investigations.

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, computer software.
- Knowledge of Standard Operating Procedures.
- Knowledge of proper use of handcuffs, mace, firearms, 2-way radio, fingerprint computer.
- Knowledge of proper law enforcement procedures in arrests, interviewing, 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.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- 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.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D. certificate plus 4 years of experience as a law enforcement officer, which includes 2 years of investigations experience, and certification as a law enforcement officer by the Alabama Peace Officer's Standards and Training Commission.
- 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.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.