



# Bureau Chief - Investigations

## Job Description

Department: Attorney  
Position: Appointed  
Grade: 731  
Supervisory: Supervisor  
Reports to: County Attorney

### Summary

This role oversees operations and personnel of the Bureau of Investigations of the Utah County Attorney's Office and is responsible for directing investigations into white collar crime, alleged misconduct on the part of public agencies or public officials, and serious officer-involved incidents and in-custody deaths in which the local law enforcement agency has a conflict of interest. Incumbents serving in this classification are appointed by the elected County Attorney and determine key policies within the Investigations Bureau.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee and direct bureau activities and personnel; schedule workload, delegate assignments, conduct performance appraisals and make decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action.
2. Prepare and submit the budget for the bureau; monitor purchase orders and ensure expenditures conform to the operational plan and approved budget.
3. Oversee grant applications, documentation, and expenditures to ensure compliance with provisions of the grant.
4. Direct investigators and support staff conducting investigations into critical incidents involving police officers, public corruption, police internal affairs, complex financial crimes, and other investigations of a complex and sensitive nature or where the local law enforcement agency has a conflict of interest.
5. Ensure investigative work is completed accurately, thoroughly, efficiently, justly, and ethically.
6. Issue directives and interpret policies and procedures for the bureau; develop, write, and implement new policies to reduce liability, update practices, and increase professionalism.
7. Advise the County Attorney on criminal investigations and law enforcement policies, procedures and issues.
8. Coordinate law enforcement resources in the course of an investigation.
9. Question suspects, witnesses or knowledgeable associates of criminal perpetrators.
10. Provide criminal intelligence information to local law enforcement agencies.

### For Office Use Only

Job Code: 1126  
Job Title: Bureau Chief - Investigations  
FLSA: Exempt  
Effective Date: 4/14/2023  
Public Safety: Yes

Worker's Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Bureau Director

11. Coordinate with federal, state, and local law enforcement agencies to resolve crimes.
12. Assist prosecutors with pre-trial and pre-hearing investigations and preparations.
13. Preserve the peace by enforcing federal, state, and local laws; make lawful arrests for criminal activities; perform field work and participate in major criminal investigations including employing investigative techniques to locate fugitives and executing search and arrest warrants.
14. Prepare and submit affidavits and supporting documentation for subpoenas and warrants; serve subpoenas and search warrants.
15. Testify before Utah State courts, federal courts, and various administrative and quasi-judicial bodies.
16. Evaluate training needs and ensure training requirements are met by recommending and locating training resources; conduct and direct inhouse training and training for police agencies and the general public pertaining to investigations generally conducted by the bureau.
17. Represent Utah County on various boards, task forces, and inter agency organizations.
18. Represent Utah County and the Utah County Attorney at various meetings and conferences.
19. Exemplify the desired culture and philosophy of the organization.
20. Work effectively as a team member with other members of management and staff.

#### **Knowledge, Skills, and Abilities**

- Knowledge of general law, state statutes, and case law precedents
- Knowledge of court procedures and rules
- Knowledge of police tactics, policies and procedures
- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Skilled in reading, writing, math, and interpersonal communication
- Skilled in coordinating and organizing investigative work
- Skilled in problem solving and decision making under pressure
- Ability to capture and analyze significant amounts of data from a variety of diverse and disparate IT systems, platforms, databases and infrastructures
- Ability to prepare legal reports and documents
- Ability to perform legal research and locate reference materials
- Ability to apply legal principles and knowledge to individualized cases
- Ability to organize facts, analyze evidence, and apply precedents of legal issues
- Ability to work under deadline pressure
- Ability to think logically
- Ability to handle stress from dealing with highly confidential and complex information
- Ability to maintain cooperative relationships with the public and other County employees
- Ability to effectively supervise others including motivating, coaching, evaluating performance and administering discipline
- Ability to make public presentations
- Ability to maintain steady demeanor and good judgement during highly stressful situations

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### **Supervisory Responsibility**

This position has direct supervisory responsibility for bureau sergeants and legal support personnel.

### **Work Environment**

This job typically operates in a professional office environment, but work is occasionally performed outside in all weather conditions. The noise level in the work environment is usually moderate. While performing the work, the employee is exposed to potentially hostile situations and to unknown and dangerous conditions. This role requires the use of protective devices such as personal body armor, masks, goggles, and gloves. Work exposes the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. Work may expose the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. This position is exposed to hazard uncertainty and requires physical readiness and conditioning. The employee may be required to restrain individuals weighing two hundred (200) pounds or more. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. As job duties demand, may be required to perform work on any day and at any time.

### **Recommended Education and Experience**

1. Twelve (12) years of experience performing law enforcement activities as a certified law enforcement officer.
2. A minimum of three (3) of the twelve (12) years must be in detectives/investigations.
3. A minimum of three (3) of the twelve (12) years must be at a level equivalent to a Utah County Sergeant.

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**Preferred Education and Experience**

- 1. Work experience at an executive level equivalent to a Lieutenant which included the supervision of other officers, policy implementation and other administrative responsibilities.
- 2. Bachelor’s Degree with major study in police science, public administration, criminal justice, accounting, business, or a closely related field.

**Additional Eligibility Qualifications**

- 1. Must possess and maintain current law enforcement officer certification through the Utah State Peace Officer Standards and Training (POST) Agency.
- 2. Incumbents are required to maintain POST certification and successfully complete required annual training.
- 3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
- 4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
- 5. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 6. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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