# CLASS SPECIFICATION

**Class Title:** Investigator Captain
**Department:** Attorney
**FLSA:** Non-Exempt

**Class Code:** 8831
**Grade:** 30
**Eff. Date:** 08/17/2020
**Revised:** 11/1/2025

**GENERAL PURPOSE**

Under general guidance and direction from the Chief Deputy, performs administrative, supervisory, and complex investigative duties on criminal and civil cases.

**EXAMPLE OF DUTIES**

Performs the duties of the Chief Deputy in his/her absence. Assists with managing the day-to-day operations of the Bureau of Investigation.

Provides assistance with all types of investigations, equipment and training requests.

Assists in the supervision of employees in the investigations unit. Ensures proper training of personnel; assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; addresses employee performance problems; determines and initiates disciplinary actions as necessary or as directed by the Chief Deputy.

Coordinates, conducts, and supervises investigations for criminal and civil cases initiated by the County Attorney's Office; assesses status of prosecutions in terms of scope and complexity of investigations.

Assists with complex and sensitive investigations as requested by local law enforcement agencies.

Coordinates with federal, state, and local law enforcement agencies to resolve crimes. Assists in managing the Bureau's participation in ICAC, CETF, CART, Metro Narcotics, and North Davis Metro SWAT.

Assists prosecutors with pre-trial and pre-hearing preparations. Reviews cases scheduled for prosecution to determine completeness of information, adequacy of evidence, and general preparedness of cases. Reviews cases to determine if facts warrant the charges made, if witnesses' testimony is sufficient, if proper witnesses have been subpoenaed for hearings; coordinates continued investigation on insufficient cases with other law enforcement agencies.

Conducts investigations on civil and criminal cases including complex white-collar crimes, securities fraud, and financial transaction crimes; interviews victims, witnesses, suspects, etc.

Investigates incidents involving police officers, Davis County Critical Incident Protocol, conflict cases at the request of other agencies, or as directed by the County Attorney.

Provides criminal intelligence information to local law enforcement agencies as necessary.

Performs Internal Affairs investigations for Davis County and other police agencies as requested.

Responds to urgent situations and make arrests; transports witnesses, inmates and criminals to and

from the jail and/or court.

Staffs cases with attorneys; determines best approach to solution of cases; presents testimony in court.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High school graduation or equivalent, plus eight (8) years of full time peace officer experience on a police force, five (5) years of which must have included full-time investigative police experience, or an acceptable combination of education and experience.

Requires three (3) years of employment with the Davis County Attorney's Office.

Preference for supervisory or lead experience, ICAC related experience, or college coursework in police science, criminology, criminal justice or a closely related field.

**2. Other Requirements:**

Must be certified as a full-time Law Enforcement Officer through the Utah Peace Officer Standards and Training Academy (POST); must complete the required training hours to maintain certification.

Must be in good standing with POST and the Davis County Attorney's Office.

Must pass the Davis County Attorney's Office background investigation.

May be required to furnish personal transportation for on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

***Knowledge of:*** civil and criminal law, case law precedents; the legal and criminal justice systems; court procedures and rules; investigative techniques and processes; interviewing techniques; legal processes and procedures; principles, theories, and practices of law enforcement; effective supervisory principles and practices.

**Skill in:** problem solving and decision making; managing the coordination of multiple task force activities simultaneously; the use of firearms and other police tools/equipment; all applicable computer hardware and software applications.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to**: supervise, assign, and evaluate the work of others; exercise initiative and sound independent judgment; analyze and solve complex problems; make sound decisions and respond appropriately under stress; maintain strict confidentiality; organize information in a clear and concise manner; read, interpret and apply laws, rules, regulations, policies and procedures; compose and present legal reports and related documents; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, law enforcement agencies, court personnel, other agencies and the general public.

**WORKING CONDITIONS**

Work effectively under deadline pressures; on occasion work irregular hours which includes evenings, weekends, and holidays; exposure to adverse conditions; exposure to highly stressful and demanding work environment during critical incidents; manage/perform multiple tasks simultaneously; work for sustained periods of time maintaining concentrated attention to detail. Lift, carry, push, pull or otherwise move objects weighing up to 40 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***