CLASS SPECIFICATION

Class Title: Investigator Lieutenant
Department: Attorney
FLSA: Non-Exempt

Class Code: 8830
Grade: 28
Eff. Date: 01/01/1982
Revised: 11/1/2025

GENERAL PURPOSE

Under general guidance and direction from a Supervisor, performs the most complex criminal and civil case investigation and preparation prior to court and trial presentations.

EXAMPLE OF DUTIES

Reviews pending cases scheduled for prosecution 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 for the County Attorney's office on civil and criminal cases. Uses specialized techniques and tools to find and interview victims, witnesses, and suspects.

Assists in tracking and investigations connected to various programs managed by the Davis County Attorney's Office (Davis County Mental Health, DUI, Drug and PIA programs).

Participates in special assignments with local task forces (i.e., Davis Metro Narcotics, Internet Crimes Against Children, Child Exploitation Task Force, North Davis Metro SWAT, Davis County Child Abduction Response Team and Davis County Gang Enforcement).

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.

Responds to urgent situations and make arrests; transports witnesses, inmates and defendants to and from the jail and/or court.

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

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations, and in accordance with Bureau of Investigation Vehicle Policy.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent plus six (6) years of full time peace officer experience on a police force, three (3) years of which must have included full-time investigative police experience; an acceptable combination of education and experience may be considered. Preference given for ICAC experience and college coursework in police science, criminology, criminal justice, or a closely related field.

2. Special Qualifications:

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

Must pass an established law enforcement physical fitness standard sanctioned by the Davis County Attorney's Office; must have passed within the past twelve (12) months; official documentation required.

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

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; the legal and criminal justice systems; investigative techniques and processes; interviewing techniques; legal processes and procedures; principles, theories, and practices of law enforcement.

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: exercise initiative and judgment in determining appropriate methods for investigating cases; respond appropriately under conditions of stress; organize information in a clear and concise manner; read, interpret and apply laws, rules, regulations, policies and procedures; provide testimony in court; compose and present reports and related documents; make arrests; transport inmates/criminals; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, 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 requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***