



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: June 14, 2022

Title of Item: Updated Job Classification Investigator/Patrol Sergeant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 Minutes
Summary of Issue: <p>The Investigator and Patrol Sergeant job classifications have been combined into one. All incumbents will have the opportunity to perform investigations and sergeant functions as assigned.</p> <p>Both are Grade 9 positions and combining them does not change the recommended grade level, per the job-evaluation consultant.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the combined Investigator/Patrol Sergeant job classification.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> N/A - no new positions are being requested at this time. This is a job classification (title) change only.		

Legally binding agreements must have County Attorney approval prior to submission.



Position Description

INVESTIGATOR / PATROL SERGEANT 1st draft for your review

This is a combined job classification where the incumbent will perform investigator and patrol sergeant functions as assigned.

Department Sheriff's Office
Grade Grade 9
Reports to Undersheriff
FLSA Status Non-exempt
Union Status Teamsters Licensed Essential Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To investigate all types of crimes, gather evidence, and keep detailed records and reports to aid in the apprehension of violators; appear in court to testify in criminal actions; provide crime scene processing.

To train, direct, and supervise Deputies involved in patrol, routine investigations, crime prevention, community relations, and related services and activities. To perform administrative and general duty law enforcement work to protect life and property throughout Aitkin County.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Acts in a supervisory role at major crime scenes, directing other law enforcement personnel at the scene in accordance with general police procedures. Assists the Undersheriff in supervising more than 10 full-time Deputies. This includes carrying out policy-making and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, and implementing performance improvement plans.

Also directs other law enforcement personnel, the ATV posse volunteers, and fire and ambulance crews at the scene in accordance with general police procedures.



Position Description

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Investigator

- a. Enforces local, state and federal laws through the management and investigation of criminal cases assigned including, but not limited to, investigation of welfare fraud, child maltreatment, vulnerable adult, and forgery complaints.
- b. Processes crime scenes, collects evidence, photographs, and videotapes. Evaluates and interprets the evidence collected. Serves warrants and arrests suspects when necessary. Maintains and keeps sufficient documentation, including photographing evidence, collecting handwriting samples, preserving evidence, preserving the chain of custody, and submitting evidence to the Bureau of Criminal Apprehension forensic laboratories, and other agencies, as necessary, to substantiate criminal prosecutions and related cost claims.
- c. Interviews complainants, witnesses and others and conducts interrogations of suspects. Evaluates and interprets the statements obtained.
- d. Acts in a supervisory role at major crime scenes, directs other law enforcement personnel at the scene in accordance with general police procedures.
- e. Conducts all unnatural death and some natural death investigations.
- f. Writes, obtains, and executes search warrants as well as administrative subpoenas in accordance with established criminal procedures.
- g. Identifies, analyzes, and evaluates criminal trends. Identifies, recruits and manages confidential informants and provides the information gained to the patrol division and other law enforcement agencies.
- h. Provides information and education to the public through public appearances and speaking.
- i. At the direction of the Sheriff or Undersheriff, serves as a liaison for the department with the County Attorney, Social Services, Financial Services, and other agencies as required for ongoing investigations.
- j. Consults with and assists the County Attorney's Office in trial preparation and interviewing of witnesses. Testifies as an expert witness when required.

2. Patrol Sergeant

- a. Assists the Undersheriff in operating an efficient and safe patrol division.
- b. Assists in preparing and modifying work schedules for Deputies, ensuring appropriate staffing coverage. Reviews timesheets.
- c. Reviews and oversees the work of Deputies to ensure conformance with policies and procedures, established standards of conduct and performance, accuracy of taped and/or written reports, and general operational effectiveness.
- d. Assists in the recruitment and conducts initial and ongoing training of Deputies. Coordinates with the Undersheriff in matters of field training.
- e. Assists in developing and implementing law enforcement policies and procedures. Interprets departmental policy and provides technical guidance to subordinates.



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- f. Responds to major incidents or unusual situations in accordance with established guidelines. Coordinates and assists other law enforcement agencies.
- g. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
- h. May be assigned to perform VCET (Violent Crimes Enforcement Team) duties and/or may be assigned as VCET Commander at the Sheriff's discretion.

3. Other

- a. Performs duties of Deputy Sheriff. (Job description available upon request.)
 - b. Attend training, meetings, and continuing education courses as needed.
 - c. Attends and participates on committees and with organizations as directed by the Sheriff or Undersheriff.
 - d. Performs employment background investigations as necessary for the department.
 - e. Performs internal affairs complaints/investigations out of county.
 - f. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 - g. Coordinates annual emergency practice drills in department.
 - h. In absence of the Sheriff and Undersheriff, this position assumes law enforcement responsibilities of the Sheriff over enforcement staff (excludes jail/dispatch staff).
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Licensed or eligible to be licensed by the Minnesota P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education credits to be licensed. Plus 3 years full-time experience as a P.O.S.T. recognized licensed peace officer.

Prior law enforcement supervisory experience preferred. Considerable experience in investigation of major crime cases preferred. Cornerhouse or a related First Witness interview training preferred, but not required.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, pre-employment physical, drug test, and psychological evaluation will be performed as part of the pre-employment process.

Must be First Aid, CPR/AED certified or obtain within 30 days of hire.

Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
2. Federal, State, and local laws relevant to the work performed in the position.
3. The principles and practices of modern police science and administration.
4. Considerable knowledge of the principals, practices, methods and modern techniques of criminal investigations, crime prevention, and law enforcement, interrogations, rules of evidence, preservation of evidence, death investigations, jail security, communications practices, court procedures, and data privacy.
5. Geographic character of the county sufficient to locate buildings and areas requiring special police attention.
6. Procedures for settling internal grievances.
7. FCC rules and regulations.
8. Community and law enforcement available resources.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff and the general public sufficient to exchange or convey information and to receive work direction.
2. Interviewing young victims in child maltreatment/abuse investigations, employment background investigations, internal affairs investigations, and advanced interview/interrogation techniques.
3. Tactics for law enforcement.
4. Organizing and prioritizing work.
5. Efficient computer and typing skills. Current technology skills including GPS, cell phone, etc.
6. Use of cameras and complex audio and video recording devices.
7. Proper care and use of firearms. Use of intermediate weapons such as soft hand, hard hand, Taser, asp, baton, and mace.
8. Reading, writing, and speaking English proficiently. Good writing and communication skills are required for report preparation and court testimony. Must be able to express self well orally and in writing.
9. Pursuit driving. Safe operation of vehicles in all weather and traffic conditions.
10. Standardized field sobriety tests.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration. Lead and promote high morale in the department.
2. Perform prolonged and detailed investigations, gather pertinent facts, and integrate data into objective patterns leading to the solution and disposition of criminal cases.
3. Plan, schedule, direct, and review the work of subordinates in a manner conducive to full performance and high morale.
4. Think clearly and act quickly in emergency situations.



Position Description

5. Prepare clear, concise, and accurate reports.
6. Interpret statutes and apply them to the crimes in order to determine if a suspect should be arrested for a specific offense.
7. Perform detailed investigations, gather pertinent facts, and integrate data into objective patterns leading to the solution and disposition of criminal cases.
8. Use verbal judo, a tactical communication, to use presence and words to achieve the desired outcome of the encounter.
9. Perform under stressful conditions and deal with stress in an effective manner.
10. Establish and maintain effective working relationships with other employees, court and enforcement agency representatives, and the general public.
11. Deal tactfully, but firmly, with offenders, suspects, and witnesses.
12. Maintain equipment.
13. Maintain confidentiality.
14. Travel and work in excess of standard hours when necessary.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, specialized law enforcement software and programs, Internet, and other job-related software.

Ability to Travel

Daily travel required for routine patrol, training, meetings, and investigations in Aitkin County. Occasionally out of county travel is also required.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):



Position Description

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate. The office is a shared space setting.

Investigators spend approximately 50% of their time working in the office and 50% out of the office for investigations and a variety of community and law enforcement activities. Patrol Sergeants drive frequently. Both are subject to dealing with emergency situations including hostile and combative persons as well as dealing with people wielding deadly weapons such as guns or knives; occasionally is exposed to contagious diseases such as HIV, Hepatitis or Tuberculosis; required to drive at high rates of speed on all types of road conditions; subject to working under all types of weather conditions; subject to exposure to dangerous chemicals, dangerous animals, fumes and dust; works with and handles firearms and substances such as tear gas, pepper mace and controlled substances; periodically required to work in inadequate lighting and subject to intense siren, gun shot, and K-9 barking and radio noise; required to be available for call out including days, nights, weekends and holidays; may work long hours during major crime investigations and emergency situations.

The working conditions are highly variable. The variations include not only the climatic conditions, but also the variation in the levels of stress and/or danger. The stress continuum ranges from routine (low stress) environments to high stress environments, such as dealing with individuals or groups of individuals that are in an agitated state, under the influence of alcohol or a controlled substance, or are mentally impaired - in an uncontrolled setting. High-stress incidents would also include the hands-on dealing with natural disasters or other catastrophic events. Similarly, the danger continuum ranges from routine (low danger) situations in controlled environments to high danger situations, which involve the use of force or threatened use of force against a law enforcement officer. An Investigator/Patrol Sergeant also faces the danger of infectious contamination of pathogenic disease in responding to medical-related calls, such as accidents.

Equipment and Tools

Personal protective equipment, squad car, radars, Intoxilyzer sensors, portable and mobile radios, firearms (handgun, shotgun, automatic rifle), Taser, Preliminary Breath Tester, expandable baton, handcuffs, flashlight, first aid, hand tools, power tools, measuring and metering devices, oxygen units, tape recorders, cameras, audio and video equipment, computer and software, printer, telephone, pagers, copier, fax, statute books, calculator, shredder, county-owned vehicles, trailers, ATV, winch, snowmobile, boat, and other job-related equipment.

Physical Activities/Requirements



Position Description

Must have and maintain the physical ability to perform the essential functions of this position. Physical requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, twisting, fingering, grasping, feeling, smelling, talking, hearing, seeing and repetitive motions.

Very Heavy Work which involves exerting in excess of 100 pounds of force.

Physical requirements also include the following: eyesight correctable to 20/20; ability to engage in activities which require physical exertion; ability to withstand inclement conditions (i.e. cold, rain, snow, heat) for extended periods of time; ability to perform under high stress situations; the capability of responding to situations involving physical violence.

Employees are subject to call-out 24 hours a day, 7 days a week.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

June 2022 – 1st draft

Our Vision: We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

Our Mission: Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

Our Core Values: Collaboration, Innovation, Integrity, People-Focused, Professionalism