



**2023 Saline County
Sheriff - Criminal Investigator
Job Description**

Exempt: No
Department: Sheriff - Criminal Investigative Division
Reports To: Corporal Investigator
Location: 735 S. Neeley St., Benton, AR 72015
Safety Sensitive: This position is designated as safety sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The Criminal Investigator is responsible for the investigation of all criminal actions, such as burglary, arson, narcotics, homicides, rapes, kidnappings, and any other actions that must be investigated in the county. The incumbent is responsible for the investigation, arrest of criminals, and the accurate preparation of criminal case files. The Investigator must maintain control over all crime scenes to ensure validity of evidence until the area is secured. Work involves an element of personal danger and the incumbent must be able to act without any supervision or direction, relying only on training and experience, plus exercise independent judgment in meeting all emergencies. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. The Investigator has extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. The Investigator must gather evidence at all scenes of criminal activity. These scenes can be quite horrific. The Investigator is involved with search warrants for wanted persons in houses, buildings, and vehicles and warrants for body fluid and/or hair. This officer is also exposed to contagious and infectious diseases, such as HIV virus, hepatitis A, B, and C. and tuberculosis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Respond to a crime scene and maintain control of the crime scene, photograph crime scene and collect evidence that has to be submitted to the Evidence Technician.
2. Complete all investigative reports accurately and in a timely fashion for the Prosecuting Attorney's Office.
3. Plan and execute search and arrest warrants for both felony and misdemeanor cases. Serve civil process papers, which include summons, subpoenas, writs of execution, judgements, orders of protection, and all other orders from the courts maintaining proper service and returning same to proper courts.
4. Work felony, misdemeanor, death and suicide cases.
5. Respond to all calls, make arrests of offenders and transport prisoners and patients, when necessary.
6. Investigate criminal actions by interrogating suspects and book into jail after determining charges.
7. Assist local, state, and federal law enforcement agencies in drug related investigations and arrests and other crimes, as requested.
8. Take calls from shift supervisor and determine what crime has been committed.
9. Check online database from pawn shops for stolen property and make sure stolen property gets back to right full owners.
10. Maintain good communication with pawn shops and scrap metal yards.

11. Run ACIC as needed.
12. Contact victims, complete reports and explain effective crime prevention methods.
13. This individual has access to funds for the purchase of narcotics, paying informants, buying back stolen property as well as being responsible for funds, equipment, and evidence.
14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Possess or be able to immediately obtain a valid Arkansas Driver's License;

Provide proof of U.S. Citizenship upon request

No felony convictions;

Complete a minimum of 24 hours of training per year;

Qualify with a score of 80% with all firearms he/she will be using or carry;

Complete mandated yearly classes as specified by the Commission on Law Enforcement and Training.

Physical Readiness Testing: The Sheriff will authorize appropriate personnel to conduct physical readiness testing (PRT) of all deputies two (2) times in a calendar year. All Sworn deputies, to include detention deputies must perform the following:

- Plank (no time requirements)
- Pushups (no number of time requirements)
- One (1) mile walk (no time requirements)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potentially hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; frequently required to climb or balance, stoop, kneel, crouch, or crawl, taste or s. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The position may involve regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload or work-in-progress. Exposure to danger is possible and carrying a firearm is required. Knowledge of principle, practice and techniques of law enforcement, criminal justice system, self-defense and use of fire arms. This position is designated as a safety sensitive position as defined by Act 593 of 2017.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Sheriff's Office are assigned by the Sheriff or Chief Deputy or a designated representative and are subject to be changed when deem in the best interest of the Office.

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER