

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: PUBLIC SAFETY OPERATIONS TECHNICIAN – JDC114

Exempt: No	Job Type: 4123E
Pay Grade: E410	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	Date: 01-10-23

General Duties: The duties require a civilian with former law enforcement or criminal investigative experience, to provide professional interview/interrogation, criminal investigation and/or follow up, and law enforcement operational, technical, and administrative skills to assist the divisions with duties typical of a commissioned officer, but without the need for commissioned status and requirements.

Examples of Duties and Responsibilities: This position requires a thorough understanding of the criminal justice system and of criminal law and procedure, acquired through previous experience as a Colorado peace officer. The position requires the employee to gather information from various sources, complete written reports, conduct on-line and phone interviews, submit evidence, and communicate effectively with the general public, prosecutors, law enforcement, and other stake holders both internal and external to the Sheriff's Office.

The employee will also complete investigative follow up on various cases and liaise with the general public, victims, witnesses, other law enforcement personnel in Douglas County as well as other jurisdictions. The employee will assist in the authorship of affidavits in support of search warrants, arrest warrants, and other legal documents. Additional tasks could include reviewing documents, video and other evidence and completing interviews, compiling documents for case filings, and assisting coworkers with other assigned tasks. Duties include maintaining files in hard copy and electronic systems, producing, and maintaining monthly and annual statistics and reports when required. The employee may have to testify in criminal court.

Conducts a variety of records queries from:

- CCIC/NCIC.
- Local and external criminal justice databases.
- Open source databases.
- Other sources, as appropriate.

Duties will include compiling criminal histories, offense reports and other case records, completing case filings for submission to the DA's Office, scanning and submitting case-related documents to Records, collecting, and submitting discoverable documents and records to the district attorney's office are examples. The employee conducts background investigations on confidential informants and criminal suspects, and may help to prepare grand jury cases, may conduct digital examinations of cellular phones and small electronics.

May be called into duty from an off-duty status to assist with major investigations, collect criminal intelligence information and write or assist with writing criminal intelligence records.

This position is not a field position, and the employee is not expected to have any suspect contact.

Other Duties: Performs other duties as assigned.

Supervision Exercised: This position has no supervisory authority over other employees.

Supervision Received: The employee works under the direct supervision of a sergeant and the general supervision of a lieutenant.

Consequence of Error: This is professional level work involving criminal investigations and report writing, intelligence gathering, and public communication.

Information for which this position is responsible for handling is at times extremely sensitive and this agency and others rely on confidentiality.

Contacts: This position requires substantial contact with the Sheriff, public, other Douglas County agencies, other law enforcement agencies, staff, and management. The position does require courtroom testimony.

Education and/or Experience: A minimum of five years P.O.S.T certified law enforcement experience. Preferred but not mandatory is two years of criminal investigative experience within the last five years.

Required Knowledge Skills and Abilities:

- Preferred but not mandatory is experience and training writing arrest and search warrant affidavits and criminal case filings.
- NCIC/CCIC entry capability.
- In house computer system updates.
- MS Word.
- Internet Searches.
- Ability to pass the background investigation of deputy.
- Possession of a valid Colorado Driver License.
- Previous training and experience in interview and interrogation is preferred.
- Ability to obtain certifications in data recovery/preservation (cell phones) preferred.

Essential Functions:

Language Skills: Ability to effectively communicate orally and in writing.

Reasoning Ability: Ability to use principals of logical thinking to define problems, collect data, and problem solve.

Confidential Information: Ability to deal with and manage confidential information.

Computer Skills: Must have intermediate user-level competency with Windows PC operating systems, Records management systems, and other related systems. Ability to learn new technologies and applications as required for execution of duties.

Filing Systems: Ability to understand a functional file system.

Interaction: Ability to establish and maintain effective working relationships and networking with other law enforcement agencies. Ability to interact effectively and professionally with the broad range of individuals encountered in law enforcement and the judicial environment.

Knowledge: Develop knowledge on a wide range of investigative, licensing, and intelligence program issues.

Testimony:

Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any, and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.