

Delaware County

POSITION DESCRIPTION

Title: Investigator	Department: Sheriff's Office
Reports to: Captain/Under Sheriff/Sheriff	FLSA Status: Non-exempt Salary: \$3537.89 – \$4580.32 per month
Approval Date: November 24, 2025	Revision Date: N/A

Position Profile

Provides assistance to patrol deputies, handles assigned case load, assist in daily operations, customer service, and additional daily tasks.

Duties and Responsibilities

- Maintenance of file for all assigned cases (open and suspended).
- Investigation of all assigned open cases.
- Investigate, interrogate, and arrest suspects, and be responsible for the proper disposition of assigned cases.
- Detectives will maintain their cases in an orderly fashion and prepare them for proper disposition.
- Provide assistance to uniformed officers and other agencies when necessary.
- Conduct witness interviews, taped-statements, evidence review and evaluation, corroborative and/or circumstantial evidence, photo line-ups, stand-up line-ups, evaluation of phone records, informant information to further the investigation of assigned cases.
- Conduct surveillance, both physical and electronic, as per legal authority.
- Complete detailed reports documenting all investigative efforts.
- Completion and proper distribution of "Clearance Request" for all assigned cases.
- When called out or contacted by phone, conduct investigation, assist requesting units and properly respond to all calls for assistance from the field.
- Contacting victims and/or survivors on all open cases when a resolution of case has been reached, to inform them of final disposition of case.
- Coordinating with Forensic Lab to review, analyze and present evidence for consideration in the case investigation/prosecution.
- Utilize the Multi-County Grand Jury and Federal Grand Jury to question witnesses and obtain relevant records.
- Utilize school officials and staff to provide information and also gain information on matters of public safety and investigative needs.
- Identify and attend training sessions to further investigative skills.
- Monitor new developments and technology to further investigative skills.
- Network with DCSO personnel to provide updated information on active investigations and criminals.
- Utilize interpreters in the investigation of ethnically diverse crimes.
- Coordinate and meet with Medical Examiner, investigative staff and family liaison representative reference death investigations.
- Update, inform and respond to requests from family members of victims.
- Attempt to identify crimes referred to by informants or Delaware County Tip Line Tips to further the investigation.
- Develop informants and sources of information to further investigations and prevent criminal activity.
- Release property to victims and family members.
- Utilize state and federal probation and parole personnel to gain information and monitor activities of suspected criminals/suspects.
- Coordinate with outside agencies to further investigations of open cases to include travel to interview witnesses and suspects, recover evidence, and make arrests and additional investigative tasks.
- Assist outside agencies to further investigation of their open cases and provide support to detectives.
- Meet with representatives and legal counsel reference involved parties in investigations.
- Meeting with the DA office concerning filing of charges, prosecution strategy.
- Respond to crime scenes, death scenes and any call for assistance by patrol units or other detective units.

- Utilize Delaware County Tip Line and/or news media to request assistance and further the investigation of assigned crimes.
- Assist in prosecution with the DA office occasionally to include being present during entire trial.
- Identify and utilize investigative experts to further investigations and provide assistance to prosecution.
- Other duties as assigned by supervisor.
- Investigator will be aware of crime trends in his/her area and maintain an intelligence folder on active and known offenders.
- Performs such other duties as may be required.

Qualifications

Must be at least 21 years of age. Must possess a valid Oklahoma driver's license. Cannot have any prior felony convictions. No unlawful use of a narcotic or dangerous drug within the past seven (7) years. No unlawful use of marijuana within the past three (3) years. No pattern of drug abuse. Knowledge and understanding in case law and criminal procedure. Ability to write reports, put together cases, interview witnesses and suspects. Must be willing to work rotating shifts, weekends, and holidays.

Education and/or Experience

High school diploma or G.E.D preferred. Council on Law Enforcement Education training Academy (CLEET) required. Prefer previous work in patrol.

Knowledge, Skills, and Abilities

Ability to:

- Read, write, speak and understand the English language.
- Perform basic mathematical computations (add, subtract, multiply, divide in all units of measure, including whole numbers, common fractions, and decimals.)
- Protect the County's value by keeping information confidential.
- Perform assigned tasks under moderate supervision. Follow written and verbal instructions.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public. Work well alone or within a team.
- Present facts and recommendations in oral and written form. Prepare written reports and correspondence as required.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.
- Obtain knowledge of roads and routes within the County
- Observing situations analytically and objectively, making quick decisions, and recording information clearly and completely
- Managing situations firmly, courteously, tactfully, and impartially
- Preparing and maintaining records and reports
- Communicating effectively, both orally and in writing
- The safe operation of a motor vehicle
- Performing defensive tactics which require quick reflexes, agility, coordination, and strength.
- Obtaining valid information by interview and interrogation
- Gathering, analyzing, and evaluating facts and evidence.

Physical Demands

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. See and recall visual details. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to twenty five (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. Must be able to drive an automobile. This is a safety sensitive position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

Employee's Name (Printed)

Date

Employee's Name (Signature)

Date