

TITLE: Special Agent

SO/25

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position is responsible for coordinating the department's Homeland Security operations.

MAJOR DUTIES:

- o Attends meeting related to Fayette County's homeland security procedures.
- o Communicates with supervisor/command staff in order to effectively assess and implement Homeland Security guidelines and practices.
- o Communicates with local, state, and federal partners in Homeland Security in order to effectively assess and implement Homeland Security guidelines and practices.
- o Initiates case investigations through undercover operations as well as traditional methods; determines objectives of investigation; infiltrates illicit drug channels and establishes sources of informants.
- o Reviews governmental agency files to obtain identifying data pertaining to suspects, organizations, or establishments suspected of violating Federal Controlled Substances Act and/or state drug laws.
- o Identifies and investigates establishments, organizations, and persons suspected of violating narcotics/drug laws; determines reasonable suspicion to detain and/or probable cause to search premises.
- o Maintains surveillance during undercover evidence purchases and as a means to identify targets.
- o Interviews informants or witnesses.
- o Determines reasonable suspicion to detain and probable cause to search premises.
- o Secures evidence and statements for prosecution of offenders.
- o Prepares assigned cases for court.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws.

- o Knowledge of the criminal justice system.
- o Knowledge of departmental rules and regulations.
- o Knowledge of Homeland Security policies, procedures, and guidelines.
- o Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of the procedures used in emergency communications.
- o Skill in the use of firearms.
- o Ability to prepare clear and comprehensive reports.
- o Ability to obtain information through interviews, interrogations, and observation.
- o Ability to operate assigned departmental vehicles and equipment, including firearms.

**SUPERVISORY CONTROLS:** The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include Homeland Security regulations and procedures, federal and state constitutions, The Official Code of Georgia, case law, and department rules, regulations, and standard operating procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied Homeland Security, investigative and law enforcement duties. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to coordinate the department's Homeland Security operations and to perform criminal investigations. Success in this position contributes to the enforcement of federal, state, and local laws and contributes to the effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, representatives of other law enforcement agencies, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.