

# **Bottineau County, North Dakota**

## **Job Description**

**Job Title:** Chief Investigator  
**Department:** Sheriff's Office  
**Reports to:** Sheriff

**Job Status:** Full-Time  
**FLSA Status:** Nonexempt  
**Date:** 05/06/2026

### **Nature of Work:**

The Lead Investigator is responsible for overseeing and conducting complex criminal investigations for the Sheriff's Office. This position provides investigative leadership, guidance, and technical expertise to deputies, ensuring that cases are handled thoroughly, lawfully, and in accordance with agency policies. The Lead Investigator coordinates major cases, manages investigative workloads, and serves as a primary liaison with prosecutors, outside agencies, and community partners.

### **Essential Functions of Work:**

1. Assume command of Sheriff's Office in the absence of the Sheriff.
2. Lead and conduct advanced investigations involving major crimes such as homicide, sexual assault, robbery, narcotics, financial crimes, missing persons, and other serious offenses.
3. Assign, coordinate, and review the work of investigative personnel; provide mentoring, training, and field guidance to detectives and deputies.
4. Develop investigative strategies, timelines, and action plans to ensure thorough case development and evidence collection.
5. Conduct interviews and interrogations, gather statements, and oversee the proper documentation of investigative activities.
6. Process, analyze, and preserve physical and digital evidence in accordance with departmental procedures and legal standards.
7. Prepare detailed reports, affidavits, and case files for prosecution; testify in court when required.
8. Serve as the primary point of contact for major case management, coordinating with federal, state, and local law enforcement agencies.
9. Review case files for accuracy, completeness, and compliance with legal and administrative requirements.
10. Monitor investigative trends, criminal activity patterns, and intelligence information to assist in resource allocation and strategic planning.
11. Assist supervisory staff in policy development, investigative training programs, and operational improvements within the Investigations Division.
12. Participate in on-call rotations and respond to major incidents or crime scenes as needed.
13. If there is no current or urgent cases, Patrol shifts will be required in short staffing issues arise.
14. Plan, coordinate and develop training programs for the Sheriff's Office.
15. Engage in public relations for the department; communicate with the media; give speeches on behalf of the agency; attend meetings, prepare reports; and advise on laws and ordinances; and provide general information to the public regarding the office.
16. Counsel and mentor deputies as needed by providing advice and guidance.

17. Interpret and accurately apply specialized legal knowledge and constitutional law to enforce state and federal safety, traffic and criminal laws, rules and regulations.
18. Take command of various hazardous material incidents, natural disasters, and other emergency situations.
19. Prepare reports for Sheriff, identifying areas of improvement and recommending corrective action plans.
20. Support federal, state(s), and local law enforcement operations.
21. Perform other specific duties as required and assigned by the Sheriff.

### **Requirements of Work:**

1. Ability to create a positive and productive work atmosphere by communicating and maintaining a professional manner with superiors, other officers, employees, detainees, attorneys, and anyone coming in contact with the Sheriff's Office.
2. Comprehensive knowledge of principles, practices, techniques and administration of law enforcement and criminal justice as it applies to County.
3. Interpersonal skills to persuade and effectively manage departmental staff.
4. Reading, writing and arithmetic skills sufficient to create and comprehend letters and reports.
5. Problem solving skills to gather relevant information to solve vaguely defined practical problems.
6. Able to deal firmly and courteously with the general public.
7. Ability to react quickly and calmly under emergency conditions which includes the normal use of all extremities; must have ability to hear normally, and eyesight corrected to 20/30 or better with the ability to distinguish colors and have no appreciable loss of peripheral vision.
8. Strong analytical and problem-solving abilities with attention to detail.
9. Possess a current North Dakota law enforcement license.
10. Able to pass civil, criminal, and drivers license background checks, and physical and mental evaluations to prove ability to handle one self in cases of physically demanding emergencies and stressful environmental strains.
11. Maintain the Sheriff's Office code of ethics, policies, and the North Dakota Century Code.

### **Minimum Training and Experience:**

1. Must be U S Citizen, 18 years of age or older.
2. High school graduate or GED certified.
3. Possess a valid North Dakota drivers license with no serious traffic violations, no felony or misdemeanor convictions
4. Eight years police work experience, 5 years of which must have been with the Bottineau County Sheriff's Office or other good standing law enforcement agency.
5. Completion of state or national police training school.

### **Special Working Conditions:**

1. Physical environment consists, mostly, of indoor work with some exposure to extremes in weather and driving conditions.

2. Will include physical motions of sitting, standing, walking, running, stair climbing, lifting, pulling, and physical contact with others, using body force to restrain individuals.
3. Will include effectively restraining an inmate or detainee, breaking up fights and affrays, and enduring verbal and mental abuse when confronted by suspects and other people in an antagonistic environment.
4. Encounter environmental and health concerns, as listed, in other Sheriff Deputy job descriptions.
5. Work may require extended hours, irregular schedules, on-call availability and work patrol shifts when necessary.

**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Deputy Sheriff related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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**Employee Signature**

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**Date**