



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES

Responsibility/Functions of Investigations/Support Bureau

EFFECTIVE DATE: 10/07/03
AMENDS/SUPERCEDES: 6.7
STANDARD NUMBER: 11.1.1

REVIEW DATE: 01/20/09
REVISION DATE: 01/20/09

APPROVED: _____
Sheriff Signature

6.7.1 Purpose

To describe the responsibilities and functions of the Weber County Sheriff's Office Investigations/Support Bureau.

6.7.2 Rationale

The organizational structure of the Weber County Sheriff's Office is a determining factor in the delegation of authority and responsibilities among the different components of the Sheriff's Office. In particular, the Investigations/Support Bureau is responsible criminal investigation, court and records services support the mission and goals of the Sheriff's Office.

6.7.3 Policy

- A. The Investigations and Support Bureau will be commanded by a Sheriff's Captain or Lieutenant who will:
1. Be answerable to the assigned/Law Enforcement Chief Deputy.
 2. Be directly responsible and answerable to the Sheriff through the Chief Deputy and Undersheriff.
 3. Receive necessary clerical and administrative support from a staff secretary.
 4. Provide administrative support to the Law Enforcement Chief Deputy.

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5. Complete special assignments as directed by the Sheriff.

B. Investigations Section

1. The Investigations Section has within it a Sergeant overseeing persons and property crimes, a Sergeant overseeing (ICAC) Internet Crimes Against Children, a Sergeant over Warrants and Civil, and a Sergeant who supervises the Weber-Morgan Narcotics Strike Force who all report directly to the Investigations and Support Bureau Commander.
2. The Investigations Section Sergeants will provide supervision of their respective units. Investigators and Investigations Secretary will report directly to their assigned Investigations Sergeants.
3. The Investigations and Support Bureau Commander, with the Investigations and ICAC Sergeants will assist in the Sheriff's Office-wide coordination, design and implementation of programs intended to prevent and control delinquent and criminal behavior by juveniles.
4. The Investigations Sergeant will be responsible for overall supervision of investigations of crimes.
5. The Investigations Section will be responsible for conducting thorough and in-depth follow-up investigations of felonies and serious offenses, including misdemeanors requiring extended investigative procedures.
6. One Investigations Section sergeant will be assigned to and responsible for the supervision of Agents of the Weber-Morgan Narcotics Strike Force, overseeing narcotics investigations and controlling confidential informant files through the Strike Force.
7. The Investigations Section investigates crimes against persons and property that fall within the case assignment criteria. In addition, the section will investigate all other serious or high profile crimes not specifically assigned to other units in the Sheriff's Office.
8. All investigators, upon assignment to the Investigations Section, should have training in procedures related to criminal investigation follow-up, and in particular, the disposition of juvenile matters. Each of these investigators, including supervisors, will maintain a marked degree of cognizance of the unique procedural aspects of the juvenile justice system.
9. The CSI Supervisor is responsible for the overseeing of the Crime Scene

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Investigation Unit (CSI).

11. Evidence will be collected, processed and preserved in a manner calculated to assist in solving crimes and determining the guilt or innocence of suspects.
12. The Warrants and Civil Process Section is under the direct supervision of the Warrants and Civil Process Sergeant.