

September 29, 2022

**TO:** County Personnel Policy Board Members

**SUBJECT:** Personnel Policy Board Meeting  
Thursday, October 6, 2022  
**1:30 p.m.**, Commissioners Hearing Room  
County-City Building, Room 112

## A G E N D A

Item 1: Approval of Minutes from the August 29, 2022 and September 1, 2022 meetings.

Item 2: Request to revise the following classification:

CLASS	
<u>CODE</u>	<u>CLASS TITLE</u>
0913	Investigator (E14)

Item 3: Request to amend County Rule 17.18 – Longevity

Item 4: Request to amend County Rule 19.12 – Requirements as to Continuous Service

Item 5: Continuation of grievance hearing – Shawn Slezak

Item 6: Miscellaneous Discussion

pc: Department Heads  
Kristy Bauer  
Ashley Bohnet  
John Corrigan  
Shawn Slezak

## LANCASTER COUNTY INVESTIGATOR

### NATURE OF WORK

This is responsible work relating to the investigation of criminal allegations filed in Lancaster County or other courts of competent jurisdiction.

Work involves the application of investigative methods in the interviewing of witnesses and the gathering of physical evidence with respect to criminal and civil proceedings. An employee of this classification will locate and interview witnesses, conduct scene investigations, take measurements and photographs of scenes or evidence and conduct other related tasks on behalf of attorneys. An employee of this class is expected to exercise considerable initiative and resourcefulness in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed in the form of comprehensiveness of written reports and investigative results achieved.

### EXAMPLE OF WORK PERFORMED

Investigate crime scenes, gather and secure evidence, and photograph and diagram scenes and other important locales on behalf of Lancaster County clients.

Interview witnesses in felony, misdemeanor, mental health, juvenile, child support, paternity, and civil actions on behalf of Lancaster County clients.

Establish and maintain a system to ensure the protection and chain of custody for evidence.

Prepare comprehensive written reports concerning investigations undertaken; provide preliminary oral reports to attorneys, as required; obtain formal statements from witnesses; and testify in court as required on behalf of Lancaster County clients.

Develop and locate witnesses of felony, misdemeanor, juvenile, mental health, child support, paternity, and civil actions on behalf of Lancaster County clients.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of investigative techniques, principles and practices.

Knowledge of criminal law, criminal procedure and the rules of evidence.

Knowledge of court procedures.

Ability to obtain complete information through interview, interrogation and observation and to prepare comprehensive reports on assigned cases.

Ability to recognize the need for independent action and to demonstrate the skill, creativity,

initiative and confidence in effectively handling complex assignments.

Ability to maintain client confidences and ensure confidentiality of the investigation and investigative results.

#### MINIMUM QUALIFICATIONS

Graduation from high school supplemented by additional coursework in criminal justice or related field and two years of experience in law enforcement or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Employees in this class must have the ability to obtain a private investigator license from the State of Nebraska, or be designated as a Special Deputy State Sheriff pursuant to state statute within six (6) months of employment.

Employees must possess a valid driver's license.

Revised 5/2018 10/22

PS0913

17.18 Longevity (Revised ~~9/11~~ 10/22)

Effective October 5, 2011, longevity pay for full and part-time status employees not covered by a labor agreement shall be frozen. Full and part-time status employees not covered by a labor agreement that were receiving longevity pay on October 5, 2011, shall continue to receive the same amount or rate of longevity pay annually which such employees were eligible to receive on October 5, 2011. Full and part-time status employees not covered by a labor agreement who were receiving longevity pay on October 5, 2011 shall not progress to the next higher longevity pay rate, but shall remain at the same longevity pay rate which they were at on October 5, 2011, for the remainder of their employment with the County or until they transfer, promote, or demote to a position that is covered by a labor agreement, or an appointed or elected position, or until amendment of this provision. If the employee accepts a position covered by a labor agreement, or an appointed or elected position, the employee will no longer receive longevity pay, and will not be eligible to receive longevity pay if they return to a position not covered by a labor agreement. All full and part-time status employees not covered by a labor agreement, which have not completed five (5) full years of service with the County prior to October 5, 2011, or who are hired after October 5, 2011, shall not receive longevity pay. Longevity pay will be pro-rated based upon the total hours worked in each pay cycle for part-time status employees receiving longevity pay.

## **19.12 Requirements as to Continuous Service (~~Revised 11/02~~ Revised 10/22)**

Length of service requirements for increased vacation leave and for other purposes, as specified in these Rules, shall be based on the employee's continuous service with the County. Continuous service with the County means employment without a break or interruption; provided that any absence or authorized leave without pay or by reason of layoff for thirty (30) consecutive calendar days or less shall not affect the continuity of service. Leaves without pay and layoffs for a period in excess of thirty (30) consecutive calendar days shall be deducted in computing the total length of service with the County and the employee's eligibility date will be adjusted accordingly. Absences related to an approved Family and Medical Leave Act leave event or a Nebraska Fair Employment Practice leave event shall not be deducted in computing total length of service.