



- Proficiency in using firearms, self-defense techniques, interviewing techniques, and processing, recording, and filing evidence.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

**Skills:**

- Possess or have ability to obtain meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act and the Peace Officer's Standards and Training Act.
- Possess or have ability to obtain a valid State of Georgia operator/driver's license for the type vehicle or equipment operated.
- Interview Techniques.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

**Certification:** Georgia Post Mandate Peace Officer Certification; GCIC Certification

**Some positions may require:**

- May supervise and/or train designated subordinate personnel.

**OTHER:**

Does this position require staff call up in an emergency situation? Yes  No   
 Is travel from office to other locations required of this position? Yes  No   
 If yes, what is the percentage of travel involved? Less than 50%? Yes  No  More than 50%? Yes  No

**PHYSICAL REQUIREMENTS:**

Depending upon area of assignment:

Positions in this class typically require: walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**FINANCIAL RESPONSIBILITY:**

Is this position involved in a budgetary or financial approval responsibility? Yes  No   
 If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

**TRAINING & SUPERVISORY RESPONSIBILITY:**

How many people are being supervised or trained? None   
 One staff Yes  No  Two to five staff Yes  No  Six to ten staff Yes  No  More than ten staff Yes  No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**REVIEW/APPROVALS**

<u>Lucas F. Grant</u>	<u>2/28/19</u>
Employee (Print Name)	Date
<u>Job &amp; Training</u>	
Line or Staff Management	<u>2/28/19</u>
	Date
Department Director	<u>2/28/19</u>
	Date
Compensation Administration Staff	
	Date
HR Director	
	Date



# RICHMOND COUNTY SHERIFF'S OFFICE

**Sheriff Richard Roundtree**

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

February 11, 2019

Janice Allen Jackson, Administrator  
City of Augusta  
535 Telfair St. Suite 900  
Augusta, Ga. 30901

Dear Mrs. Jackson,

The Richmond County Sheriff's Office Homicide Unit are on call twenty-four hours a day three hundred sixty-five days a year. They work a normal eight hour shift during the week, however they are required to respond to all homicides/suspicious deaths no matter if it falls during their regular shift or not. Death investigations have a short open window of solvability and if all leads are not immediately followed up on the possibility of an arrest is greatly reduced. Because of these factors once on a case these investigators will not take time off until all leads have been exhausted. In 2018 the Homicide Unit investigated 35 homicides, in 2017 they investigated 31 homicides, and in 2016 the unit investigated 25 homicides. These are known homicides and do not include the suspicious deaths responded to, prior to determining the manner of death.

The Sheriff would like to provide a supplemental to each member of the Homicide Unit based on the information presented in the previous paragraph. The Sheriff proposes that each member of the Homicide Unit be provided a supplement of \$2000.00 annually to their salary, which when broken down would be \$76.92 per check for 26 pay periods. There are a total of three officers assigned to the Homicide Unit, one Sergeant and two Investigators.

The Sheriff's Office currently has the funding available in saved salaries due to position deletions and reassignments that have taken place so far in 2019. There will be no increase in the current budget due to the above changes.

RPA's will be forwarded to Human Resources noting the individual officers and supplemental amount each officer is to receive.

As always thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Roundtree".

Richard Roundtree  
Sheriff

*Approved  
2/20/19  
Janice Allen Jackson*

Cc: Tony McDonald, Deputy Administrator and Interim Human Resources Director



FINANCE DEPARTMENT  
RISK MANAGEMENT DIVISION

Donna Williams, CGFM  
Director of Finance  
Joseph Crozier, CM, CWCP  
Risk Management Manager

June 25, 2018

Lucas Grant  
15179  
Sheriff's Office  
Augusta, GA.

Dear Deputy Grant,

The Safety Review Committee has reviewed your accident of 05/04/2018. It has been determined that you were at-fault in this accident. Damages totaled \$6,499.51. A damage assessment of \$649.96 has been assessed with 4 Points for Class 4 in accordance with the Penalties Matrix/ Safety Review Committee, Personnel Policy and Procedure Handbook, page 238. **(Total point accumulation at this time is 4)**

For payment of this assessment, please choose one of the following payment options. If you elect payment by payroll deduction, please sign and return the attached Payroll Deduction Form to the Risk Management Division within (7) seven working days from receipt of letter.

**OPTION 1: Automatic Deduction.** Damage assessment will be automatically deducted in (6) payments of \$100.00 and (1) final payment of \$49.96, 30 days from the date of this letter, **unless** Option 2 is selected.

**OPTION 2: Lump Sum payment.** If you choose this option please make your check payable to Augusta-Richmond County and your payment should be delivered or mailed to: Risk Management Division, Municipal Building 535 Telfair Street Suite 920, Augusta, Georgia 30901-2382 within 10 working days.

**OPTION 3: Payment(s) by payroll deduction.** Payments can be made on a bi-weekly basis in the amount of \$50.00 per pay period until the full assessment has been satisfied. If you choose this option, a payroll deduction form is enclosed indicating the total amount due, the number deductions to be made, the bi-weekly payment amount and the payroll deduction starting and ending dates. *Please sign and return the Payroll Deduction Form to the Risk Management Division with (7) seven working days from receipt of this letter.*

Any employee dissatisfied with the decision of the Safety Review Committee may within (10) ten days following the receipt of the findings of the Safety Review Committee, enter a written request for appeal to the Risk Management Manager, Risk Management Division. Your appeal request may be faxed to 706-821-2502.

Sincerely,

Joseph Crozier, CM, CWCP  
Risk Management Manager  
Safety Review Committee

Cc: Patrick Clayton / Chief Deputy  
Accident file  
Personnel file

# Augusta, Georgia

## Job Description

Approved Title: Investigator  
 Working Job Title: Investigator/CID  
 Department: Sheriff (5051)  
 Reports To: Lieutenant

Job Code: 82DE  
 Pay Grade: 18  
 Original Date Prepared: August 25, 1997

FLSA Classification: Non-exempt  
 Date Revised: June 26, 2018

Does the Position Have Direct Reports? Yes  No   
 If Yes, What is the Title of the Position that Reports to this Position:  
 Is the Position Safety Sensitive? Yes  No

**GENERAL SUMMARY:** Implements the criminal investigation of assigned cases that may assist courts with judicial proceedings within the guidelines of the Criminal Code of Georgia, federal statutory law, procedural laws, department directives, standard operating procedures, and county ordinances. Reports to Lieutenant or other designated person and works with general public, business representatives, judges, attorneys, health care representatives, co-workers, suspects, persons involved in and convicted of criminal acts, and law enforcement representatives from federal, state, and local agencies to provide law enforcement support.

**KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS**

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
30 %	Implements the criminal investigation of assigned cases and develops informant sources.
20 %	Investigates assigned cases to determine the circumstances of criminal activities.
15 %	Determines the chain of events leading to the commission of crimes by interviewing complainants, witnesses, victims, suspects, and informants and obtains written and/or signed statements.
15 %	Apprehends and arrests suspects.
10 %	Processes and preserves evidence from crime scenes.
5 %	Assists other law enforcement agencies with investigations by providing information on criminal activities.
5 %	Cooperates with prosecuting attorneys to present evidence and information during judicial proceedings.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 (This section's percentage must total 100%).

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

- Investigate assigned cases in a timely and through manner.
- Accurately document investigative activity.

**REQUIRED MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma, Trade School or G.E.D.

**Experience:** 2+ years of experience in a similar certified position, or sufficient experience to perform the principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Considerable knowledge of federal and state laws, penal codes, constitutional guidelines, local ordinances, and departmental rules and regulations, county geographical area, criminal investigation methods, judicial processes and proceedings, and crime scene processing methods used to collect and preserve evidence.
- Familiarity with using photography and surveillance equipment, audio and video equipment, radios, and various emergency equipment, and operating motor vehicles.

- Proficiency in using firearms, self-defense techniques, interviewing techniques, and processing, recording, and filing evidence.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

**Skills:**

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**REVIEW/APPROVALS**

<u>Lucas F. Grant</u>	<u>8/10/18</u>
Employee (Print Name)	Date
<u>Job &amp; Francis</u>	<u>8/10/18</u>
Line or Staff Management	Date
<u>Job &amp; Francis</u>	<u>8/10/18</u>
Department Director	Date
_____	_____
Compensation Administration Staff	Date
_____	_____
HR Director	Date
_____	_____



# RICHMOND COUNTY SHERIFF'S OFFICE

**Sheriff Richard Roundtree**

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400 Walton Way

Augusta, GA 30901

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*L Grant*

To: Sheriff Richard Roundtree  
Chief Patrick Clayton  
Colonel Robert Partain  
Major Calvin Chew  
Captain Patrick Young

I would like to express my interest in the position of Investigative Sergeant in the Criminal Investigation Division.

I have been involved in Law Enforcement through the Richmond County Sheriff's Office for 7 years. Some would say I am still wet behind the ears, but I feel that my experience in the different areas I have worked makes up for the time frame. I started my career in Law Enforcement after receiving my Bachelor's Degree in Science from Newberry College. I attended Newberry College on a full athletic scholarship in football. While playing football at Newberry College I was made the team's co-captain. During this time I was able to lead young upcoming men into battles on the football field, assist them in their studies through tutoring programs, and develop life-long friendships. During this time I learned the factors of how to be a leader while building my character, knowledge of the game, obedience skills, and communication skills. After graduating, I wanted to attend nursing school when I spoke with my grandfather who was a Lieutenant with Edgefield County. He asked me to go on a ride along with him to see if I had an interest in Law Enforcement. After the ride along, I found myself with a sudden passion for becoming a law enforcement officer.

I started my career working at the Sheriff's Office working in the Jail at 401 under the direct supervision of Lt. Laura Morris. During this time I learned such things as working on a team in booking and processing and dealing with people (co-worker and inmates). This training assisted me in building my own character, learning leadership skills to assist new jailers, and growing relationships with co-workers. I attended Basic Jailer School on May 27<sup>th</sup>, 2011 due to it being a requirement while being employed at the jail. I then spoke with Captain Bill Reeves, who advised me that I had the qualities of becoming a road Deputy and should consider attending Basic Mandate. I later attended Basic Mandate where I was voted by my peers as the class leader. As the class leader, I was tasked with making sure attendance was above standard, conducting study groups, leading physical training after class, and raising the standard of each cadet from when they started the program. I completed Basic Mandate on March 23<sup>rd</sup>, 2012. Upon my completion I was assigned to the Road Patrol under the direct supervision of Lt. Elijah Parker in the South Precinct. During my time working in the South Precinct I was approached by Lt. Lonnie Moore to transfer over to the Housing Division. I immediately put in my request for transfer to the Housing Division and it was accepted. I was then again approached by Lt. Moore in reference in my interest in going to the Gang Unit that Sheriff Roundtree was creating and was going to fall under the supervision of the Criminal Investigations Division. Lt. Moore advised he was impressed with my work ethic, dedication to this agency, my people skills and thought I would be an asset to the department on the Gang Unit. I then put in a request for this position and was chosen to be a member of the first Gang Unit created by Sheriff Roundtree in 2013 under the direct supervision of Lt. Blaise



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Dresser and Sgt. Aunarey Herbert. While on the Gang Unit I received the following specialized training: Criminal Interdiction (18 hours, October 2013) and Basic Gang Investigators (40 hours, December 2013).

I then decided to further my career by taking the Investigators Test. I was promoted to the position of Investigator in the Violent Crimes Division under the direct supervision of Lt. Dresser in 2015. During my time in Violent Crimes I became interested in working Homicide Investigations. I expressed my interest in the Homicide position to Lt. Dresser and Sgt. Chris Langford. In June of 2017 I was given the position of Homicide Investigator which in itself is like a promotion. The Homicide position is like a promotion due to the fact you have to show the ability to effectively handle these types of cases and have the support of your supervisors to be given this position. I am currently assigned under the direct supervision of Lt. Dan Carrier and Sgt. Langford. Since being placed in the Homicide position I have been tasked to assist with other important investigations and gather information needed to close cases even if I was not the lead investigator. Recently I have been given the responsibilities of the Homicide Sergeant while Sgt. Langford was on vacation. I am honored and humbled to be given this opportunity. As acting Homicide Sergeant my responsibilities were to oversee the investigation while also being the lead investigator on the investigation, provide problem solving ideas, oversee other investigators assisting on the case as well as any other personnel assisting, and directing the investigation. Another part of my duties as acting Homicide Sergeant was to also attend weekly supervisory case stat meetings and to review APS Reports to determine if follow-up is needed. This opportunity allows me to see the supervisory aspects of the job and helps prepare me for future promotion possibilities. I plan to continue furthering my on-the-job training to assist with my growth as a person and further my career. During my time in CID I received the following specialized training: Basic Investigator Training (40 hours, September 2015), Homicide Investigation (40 hours, December 2015), Animal Cruelty (7 hours, December 2016), Child Fatality Training (6 hours, April 2017), and Sexual Assault Training (16 hours, May 2017).

I feel that I am capable and ready to take on the responsibilities of being a Sergeant through my experience, training, and dedication to this agency. I plan to continue providing support to our citizens with my best efforts, my co-workers through my knowledge and training, and this agency through my work ethic and problem-solving abilities.

Thank you for your consideration,

Inv. Lucas Grant