



**Robert W. Wilson**  
**County Administrator**

Telephone: 701-241-5770  
wilsonro@casscountynynd.gov

**MEMO**

TO: Personnel Overview Committee  
Tim Flakoll Kriste Ross  
Tony Grindberg Sarah Heinle  
Jim Kapitan Kyle Litchy  
Duane Breitling Cole Baker  
Joel Vettel Kim Hegvik  
Jesse Jahner Matt Stamness  
Kyle Litchy Justin Phillips  
Ethan Lee

FROM: Robert W. Wilson  
Cass County Administrator

DATE: February 27, 2026

SUBJECT: Personnel Overview Committee Agenda

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A meeting of the Personnel Overview Committee has been set for Monday, March 2, 2026, at 2:00 PM.

As a reminder, a copy of the agenda and all attachments are sent to every department head on the same day members of the Personnel Overview Committee receive their packets. Meetings are typically held on the same day as commission meetings, for the convenience of the commissioners. When a department head has a pressing matter involving recruitment or hiring, special meetings are set up on short notice in order to respond to departmental needs. In addition, for our new members, the mission statement adopted by the Personnel Overview Committee is as follows:

**“The mission of the Cass County Personnel Overview Committee is to ensure that county personnel policy and practice provide a fair and equitable work environment for all employees and comply with all applicable federal and state laws.”**

If you have any questions regarding the meeting or the procedures of this committee, please contact me.

The agenda will be as follows:

- 1) Approve minutes of the previous meeting held August 4, 2025
- 2) Temporary reclassification of Task Force Officers to Detective Classification (Jahner)

**PERSONNEL OVERVIEW COMMITTEE  
DECEMBER 15, 2025 — 1:00 PM**

**1. MEETING TO ORDER**

A meeting of the Personnel Overview Committee was called to order by County Administrator, Robert Wilson on Monday, August 4, 2024, at 2:00 PM. The following members were present: Jim Kapitan, Joel Vettel, Tim Flakoll, Duane Breitling, Robert Wilson, Kyle Litchy, Kim Hegvik, Jesse Jahner, Sarah Heinle, Cole Baker, Kriste Ross, Megan Nettum. Also present was Tracy Peters, and Taylor Kaushagen.

**2. APPROVAL OF MINUTES**

***MOTION, passed***

**Mr. Flakoll moved and Mr. Kapitan seconded that the minutes of the previous meeting held August 4, 2024, be approved as written. Motion carried.**

**3. POLICY 507 – OVERTIME & COMPENSATORY TIME**

Tracy Peters said Mr. Litchy requested a policy change to increase the allowable amount of overtime comp time for nonexempt employees. She said currently, employees may choose either overtime pay or comp time at time and a half, but comp time is capped at 12 hours (18 compensable hours). She said this limit has been challenging for newer employees who have limited accrued leave and for Highway operators whose workloads fluctuate seasonally. She said the proposed change would increase the comp time cap to 40 hours (60 compensable hours), aligning the policy with comparable local governments such as Fargo, West Fargo, and Moorhead.

Mr. Litchy said there are currently 11 employees with one year or less of service. He said as of December 2020, the average years of service was 13 and is now down to seven. He said the overtime is concentrated in the winter during heavy storm seasons, leading to employee burnout, and additional comp time would provide needed flexibility for recovery and planned summer time off. Mr. Kapitan asked when double time comes into effect. Sheriff Jahner said that was on Holidays. Peters said Employees must choose either comp time or overtime pay. They cannot alternate between the two. She said that election can be changed once per year in January. She said some departments mandate overtime pay only, but this flexibility has worked well for the Highway Department. Mr. Wilson said this is a good example of a department identifying employee needs, bringing them forward, reviewing them, and proposing a policy update that aligns with operational and retention goals.

***MOTION, passed***

**Mrs. Hegvik moved and Mr. Flakoll seconded to recommend the Cass County Commission modify Policy 507 – Overtime and Compensatory Time – to increase the cap on compensatory time to 40 hours (60 compensable hours) and to place this policy modification on the regular agenda 12/15/25 at 3:30pm. Motion carried.**

**4. POLICY 313 – MILITARY LEAVE**

Tracy Peters said this update is a result of changes made in state law. She said the update includes military members being able to use military leave from the first day of their employment and the addition of 10 days of leave for reserve or national guard forces who are fully or partially mobilized. She said the proposed changes to Policy 313 reflect the 2025 legislative changes to county military leave and the policy has been reviewed and approved by Assistant State's Attorney Kate Naumann. Mrs. Wilson asked if the changes would be retroactive to the date of the legislature passing. Peters said yes it would be retroactive.

***MOTION, passed***

**Sheriff Jahner moved and Mr. Litchy seconded to recommend the Cass County Commission modify Policy 313 – Military Leave – to reflect the legislative changes made during the 2025 ND Legislative Session. Motion carried.**

**5. POLICY 208 - DEMOTIONS**

Mrs. Peters said this is policy change to reclassify temporary task force positions as investigator roles, since they perform the same duties. She said because these assignments are temporary, the current demotion policy limits returning employees to midpoint pay and creates unintended pay reductions. The proposed change would allow employees returning from temporary assignments to resume their prior pay grade at the step they would have attained had they not left the position.

Sheriff Jahner said the current policy discourages employee mobility by penalizing voluntary moves or temporary promotions with reductions to midpoint pay, even for long tenured employees seeking career development. Peters said the proposed change focuses narrowly on temporary task force assignments, where employees perform investigator duties. Jahner said without a policy update, employees rotating out of these roles face unjustified pay reductions despite added experience, which conflicts with the organization's rank and file structure.

During discussion committee members brought up concerns with the current system and how to best update the demotion policy. After discussion it was decided that the unamended policy warrants further analysis and a future recommendation from HR.

***MOTION, passed***

**Mr. Vettel moved and Mrs. Ross seconded to recommend the Cass County Commission modify Policy 208 – Demotions – as presented. Motion carried**

**6. OTHER BUSINESS**

There being no other business the meeting was adjourned at 1:35 pm

**7. ADJOURNMENT**

***MOTION, passed***

**On motion by Mr. Kapitan seconded by Mr. Jahner and all in favor, the meeting was adjourned at 1:35 PM.**



www.casscountynd.gov

# Office of the Sheriff

Jesse Jahner, Sheriff

January 20<sup>th</sup>, 2026

Re: Temporary Re-Class of Task Force Officers to Detective Classification

Personnel Overview Committee,

I am writing to request a meeting and discussion in reference to re-classifying our current Task Force Positions to Detective Classification Grade. The job duties of our current Task Force Positions meet and are the same as our Detectives. I would like to discuss and consider moving or reclassifying their positions to Detectives.

Respectfully,

A handwritten signature in black ink that reads "Jesse Jahner".

Jesse Jahner

Cass County Sheriff

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**Cass County Sheriff**  
**Law Enforcement Center**  
1612 23rd Avenue North  
P.O. Box 488  
Fargo, North Dakota 58107-0488  
Phone: 701-241-5800  
Fax: 701-241-5806

**Cass County Sheriff**  
**Courthouse**  
211 9th Street South  
P.O. Box 488  
Fargo, North Dakota 58107-0488  
Phone: 701-241-5800  
Fax: 701-241-5805

**Cass County Jail**  
450 34th Street South  
Fargo, North Dakota 58103  
Phone: 701-271-2900  
Fax: 701-271-2967

**CASS COUNTY VACANCY NOTICE**

**INTERNAL POSTING ONLY**

POSITION TITLE B32 Task Force Deputy TODAY'S DATE 09/23/2020  
DEPARTMENT SHERIFF LOCATION LEC  
CLOSING DATE September 30, 2020 5:00 PM SALARY PER YEAR \$49,469/yr-\$56,212/yr

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**APPLICATION PROCEDURE :**

Submit a county application to the Cass County Human Resources Office at [www.casscountynd.gov](http://www.casscountynd.gov)

**EMPLOYMENT STATUS (UNDERLINE ALL APPLICABLE)**

FULL-TIME // PART-TIME                      SALARIED // HOURLY

STANDARD // TEMPORARY    EXEMPT // NON-EXEMPT

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This regular deputy position is a rotational Cass County Drug Task Force (CCDTF) position. If selected the rotational person will be assigned to the CCDTF for up to six years. The six years is incumbent on positive semiannual and annual reviews. The position will coordinate and work with area Task Force Units as required by the Sheriff.

The position shall hold the rank of Deputy Sheriff.

**Task Force Duties**

- Writing and obtaining search warrants.
- Planning and executing search warrants.
- Effectively work with area law enforcement agencies.
- Other duties as assigned.
- Respond in a timely manner to calls after hours.
- Responsible for an on call week

**Minimum Qualifications**

- Must have a minimum of three (3) years field experience.
- Must hold a ND Peace Officers License.
- Requires specific knowledge of the rules, policies and practices of Police Work.
- Must be able to walk, run, lift, and carry and have sufficient dexterity in both limbs to qualify with a firearm and perform other manual tasks associated with law enforcement.
- Must be capable of physical activities which may involve restraining or arresting individual(s).
- Eyesight correctable to 20/20 and hearing within normal audible range
- Must be capable of both verbal and written skills that would enable one to communicate effectively with individuals of various mental capacities and professions.
- Must be able to testify in court.

**Preferred Qualifications**

- Investigative knowledge and interviewing techniques training.
- Emergency preparedness training.
- Tactics training.
- Critical Incident management training.
- Knowledge in writing and obtaining search warrants.
- Knowledge in planning and executing search warrants.
- Knowledge of Task Force operations.

**Cass County Government is an Equal Opportunity and At Will Employer.**

# CASS COUNTY VACANCY NOTICE

Internal Posting Only



POSITION TITLE FT\_C42 Investigator-Criminal      TODAY'S DATE September 23, 2020  
DEPARTMENT Sheriff      LOCATION LEC  
CLOSING DATE Wednesday Sept 30, 2020 5:00 PM      Annual Salary \$54,411

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## EMPLOYMENT STATUS (UNDERLINE ALL APPLICABLE)

FULL-TIME // PART-TIME      SALARIED // HOURLY

STANDARD // TEMPORARY    EXEMPT // NON-EXEMPT

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Apply at [www.casscountynd.gov](http://www.casscountynd.gov).

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This regular deputy position is responsible for administering and supervising the personnel and the activities of the Investigation and Patrol Sections. This position is responsible to the Investigations Division Commander and will, with positive annual evaluations, be a six year rotational position.

## MINIMUM QUALIFICATIONS, EDUCATION, EXPERIENCE NEEDED

Shall hold the rank of regular deputy B-32 or above and have the ability to conduct investigations, interrogations, along with other duties involved with criminal investigation. Must be able to testify in court. Must have a minimum of three years field experience. Must meet and be up to date on all state and Department training and education requirements. Must hold a North Dakota Peace Officer License.

## DESIRED/PREFERRED

Bachelor's degree in Criminal Justice, Corrections, Sociology, Psychology or a related field.

## JOB DUTIES

This regular deputy position is responsible for collecting and analyzing evidence and shall investigate crimes in order to assist in the arrest and prosecution of persons involved in criminal activities. In addition, this position is a member of the Field Services Group and is responsible to their Field Shift Commander.

Must be able to communicate well and able to testify in Court.

**Cass County Government is an Equal Opportunity and At Will Employer.**

**POSITION ANALYSIS QUESTIONNAIRE**

EMPLOYEE NAME: Raymond Mosley		DATE: 03/11/2025
WORK PHONE NUMBER: 701-715-5793		
CURRENT JOB TITLE: Detective – Cass County Drug Task Force (Temporary)		
(DEPARTMENT/DIVISION: Sheriff’s Office – Investigations		
REGULAR HOURS WORKED: 40hrs/week plus overtime	REGULAR DAYS OFF:	
SUPERVISOR NAME: Jesse Castle	SUPERVISOR TITLE: Sergeant	

**PART 1:**

**PURPOSE OF YOUR POSITION**

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

The Cass County Sheriff’s Office works collaboratively with several multi-agency task forces. The position of Detective for the Cass County Drug Task Force is a specialized law enforcement position focused on conducting thorough criminal investigations. The Task Force Detective must be able to perform all work associated with criminal investigations including but not limited to writing and executing search warrants, conducting surveillance, making arrests, conducting interviews and interrogations, writing detailed reports, handling evidence, and testifying in court. Knowledge of applicable North Dakota and Federal Law is critical. The Task Force Detective also works collaboratively with local, state, and federal agencies. The Detective position with the Cass County Drug Task Force focuses primarily on investigations of Cass County Drug Task Force. This position is a temporary 3-year position with the option of extending the term year to year based on work performance and department head approval. The maximum assignment to this position is 6 years unless there are extenuating circumstances.

**DUTIES AND RESPONSIBILITIES**

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week	Activity
20	Conduct covert and undercover narcotics investigations, including controlled purchases and surveillance operations.
20	Prepare, obtain, and execute search warrants for residences, vehicles, electronic devices, social media accounts, and financial records linked to drug investigations.

POSITION ANALYSIS QUESTIONNAIRE  
PAGE 2

%  20	Gather information on drug trafficking organizations, street-level dealers, and related criminal activity enterprises. Analyze phone records, financial transactions, and social media communications to build cases and track illicit activity. Work closely with confidential informants to develop actionable cases.
%  20	Execute search warrants, arrest warrants, and conduct tactical operations targeting illegal drug activity.
%  10	Collaborate with agencies such as the DEA, FBI, ATF, and North Dakota Bureau of Criminal Investigation (BCI) on large-scale drug cases.
%  10	Prepare detailed investigative reports and maintain case files in accordance with departmental and legal standards. Process and document evidence, ensuring proper chain of custody.

**KNOWLEDGE, SKILLS AND ABILITIES**

**A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.**

- Experience in surveillance, undercover operations, and intelligence gathering.
- Ability to draft and articulate search warrants for residences, phones, social media, and financial accounts.
- Knowledge of drug trends, trafficking methods, and narcotics identification.
- Ability to handle high-risk situations, including armed confrontations and tactical operations.
- Strong report-writing skills and attention to detail.
- Excellent communication and teamwork skills for multi-agency collaboration.
- Willingness to work flexible hours, including nights, weekends, and on-call shifts.
- Specialized drug enforcement training (e.g., Narcotics Investigations Courses)

**B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.**

POSITION ANALYSIS QUESTIONNAIRE  
PAGE 3

U/C Patrol Vehicle, Handgun, Rifle, Sheild, Ram, Halligan, Less-than Lethal applications, Computer with Word processing, Excel spreadsheets and other software, scanner, telephone, photocopy machine, Money Counter, Camera and surveillance equipment.

C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?

Certified law enforcement officer in the state of North Dakota. CWIS/NCIC and CJIS certified; Cyber Security Training; CPR/AED Training; Defensive Driving.  
BCI Drug Basic, BCI Basic Criminal investigations.

SCOPE OF WORK

A. INSTRUCTIONS

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

Upon completion of reports, search warrants, subpoenas, and operational plans, the work product is reviewed by the Cass Drug Task Force Coordinator and the Cass County Sheriff's Office Supervisor.

2. WHEN ARE INSTRUCTIONS GIVEN?

To ensure the final product is acceptable to be reviewed by Cass County States attorneys or Federal prosecutors.

B. REVIEW OF WORK

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

Through daily and direct observation, communication, and oversight. An Annual Performance Evaluation.

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

To validate the accuracy of work, compliance with the policies and procedures, and to maintain good communication with supervisor(s).

**3. WHEN IS WORK REVIEWED?**

Observation of work occurs daily. Review of work occurs as needed. A formal review of work is done annually in March of each year. Performance Reports are issued when applicable or necessary.

**GUIDELINES**

**A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?**

North Dakota Century Code and Federal laws

**B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?**

Cass County Employee Handbook, Cass County Sheriff's Office Policy Manual, Federal and State guidelines, other reference, or publications.

**PERSONAL CONTACTS**

**A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)**

United States Attorney's Office, Cass County States Attorney's Office, USPIS Inspectors, DEA Agents, HSI Agents, IRS Agents, FBI Agents, Local Task Force Agents, Out of District Agents/Task Forces, Public, Defendants, Victims, Defense Attorneys, Prosecuting Attorneys.

**B. WHAT ARE THE PURPOSE OF THESE CONTACTS?**

To conduct multi-defendant, multi-jurisdiction, large scale controlled substance investigations.

**PHYSICAL DEMANDS**

**A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?**

Physical activity levels change rapidly over the course of the day, particularly when executing search warrants, making arrests, or conducting surveillance.

**WORK ENVIRONMENT**

**A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.**

Drug Task Force Officers with the Cass County Sheriff's Office operate in high-risk environments, often dealing with armed and dangerous individuals. The role involves extensive fieldwork, including undercover assignments, surveillance, and tactical operations. Officers must be highly adaptable, vigilant, and committed to upholding the safety and security of Cass County.

**FOR RECLASSIFICATION REQUESTS ONLY**

**A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?**

**Drug Investigations:**

Conducting undercover operations, controlled buys, and surveillance on suspected drug traffickers. Investigating drug distribution networks, from street-level dealers to large-scale operations. Executing search warrants related to narcotics crimes.

**Enforcement and Arrests:**

Arresting individuals involved in drug trafficking, possession, and manufacturing. Assisting with federal and state-level drug enforcement operations. Working with SWAT or tactical teams during high-risk operations.

**Intelligence Gathering:**

Developing confidential informants to gain insight into drug activity. Collecting and analyzing intelligence on local drug trends and criminal organizations. Sharing information with federal agencies (DEA, FBI, ATF) and other local law enforcement units.

**Community and Interagency Collaboration:**

Educating the public on drug abuse prevention and awareness. Working closely with probation officers, social services, and prosecutors to address drug-related crime. Testifying in court as an expert witness in drug cases.

Asset Forfeiture and Evidence Handling:  
Seizing drug-related assets (cash, vehicles, property) under forfeiture laws. Properly documenting and handling narcotics and other evidence for prosecution.

**SUPERVISION**

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

- A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.

N/A

- B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.

N/A

**TRAINING AND EXPERIENCE**

- A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.

ND Peace Officer License, BCI Drug Basic, CWIS/NCIC and CJIS certified; Cyber Security Training; CPR/AED Training; Defensive Driving, Defensive Tactics/Room Clearing.

**I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE**

**SIGNATURE OF EMPLOYEE:**

**DATE:**

**PART 2:**

**SUPERVISOR'S COMMENTS**

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

POSITION ANALYSIS QUESTIONNAIRE  
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A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.

I currently am the Sergeant that oversees Task Force Officers that the Cass County Sheriff's Office has assigned to regional and Federal Task Force Units. These units provide specialized investigative services focused on combating narcotics trafficking, violent crimes, gangs, crimes involving firearms, organized crimes, and high-risk fugitive apprehension among others. The four individuals that I supervise are assigned to the one of the following: Metro Area Street Crimes Unit/ATF Task Force, Cass County Drug Task Force, United States Postal Inspection Service, and US Marshal High Plains Fugitive Task Force. Additionally, Task Force Deputies provide investigative support to general investigative units across multiple agencies within the region, as well as across the country on a case-by-case basis.

B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.

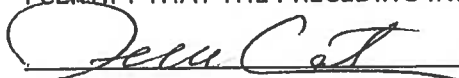
Mosley's position with the Cass County Drug Task Force, along with the other deputies I supervise assigned to Task Force Units, have several expectations for their position. They are expected to be the sole liaison to their unit and subject matter expert for their area of investigation. The resources that these units provide are expected to be available to the Cass County Sheriff's Office at any time, day or night. This requires individuals assigned to these positions to be flexible with their scheduling and often get called out or stay late to assist with an investigation/operation that may be occurring at any time of the day or night. If these deputies are going to be unavailable at any time, they are expected to notify myself as their Sergeant, to assume this responsibility and ensure there is no lapse in the availability of these resources.

Additionally, Task Force Deputies such as Mosley with the Cass County Drug Task Force, are expected to provide education to other members of the Cass County Sheriff's Office and members of the public regarding their roles, current crime trends in the region, as well as other relevant information learned over the course of their duties.

C. OTHER INFORMATION

The Cass County Drug Task Force is comprised of officers/deputies from Cass County Sheriff's Office, West Fargo PD, Fargo PD, and Bureau of Criminal Investigations Special Agents. Currently all members on the team, other than Cass County, carry a Detective or Investigator designation.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

  
SIGNATURE OF SUPERVISOR

3/28/25  
DATE

COMMENTS

POSITION ANALYSIS QUESTIONNAIRE  
PAGE 8

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT DIRECTOR

\_\_\_\_\_  
DATE

**\*\*PERSONNEL DEPARTMENT ONLY\*\***

NEW POSITION \_\_\_\_\_ RECLASSIFICATION \_\_\_\_\_ DATE \_\_\_\_\_

PERSONNEL STAFF \_\_\_\_\_ AUDIT COMPLETED: YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS \_\_\_\_\_

POSITION ANALYSIS QUESTIONNAIRE

PAGE 1

**POSITION ANALYSIS QUESTIONNAIRE**

EMPLOYEE NAME: Nate Boerboom		DATE: 03/07/2025
WORK PHONE NUMBER: 701-715-3897		
CURRENT JOB TITLE: Detective – Metro Street Crimes Unit (Temporary)		
DEPARTMENT/DIVISION: Sheriff's Office – Investigations Division		
REGULAR HOURS WORKED: 40/week + required overtime	REGULAR DAYS OFF: Sat/Sunday On Call	
SUPERVISOR NAME: Jesse Castle	SUPERVISOR TITLE: Sergeant	

**PART 1:**

**PURPOSE OF YOUR POSITION**

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

The Cass County Sheriff's Office works collaboratively with several multi-agency task forces. The position of Detective for the Metro Area Street Crimes Unit is a specialized law enforcement position focused on conducting thorough criminal investigations. The Task Force Detective must be able to perform all work associated with criminal investigations including but not limited to writing and executing search warrants, conducting surveillance, making arrests, conducting interviews and interrogations, writing detailed reports, handling evidence, and testifying in court. Knowledge of applicable North Dakota and Federal Law is critical. The Task Force Detective also works collaboratively with local, state, and federal agencies. The Detective position with the Metro Area Street Crimes Unit focuses primarily on investigations of Metro Area Street Crimes Unit. This position is a temporary 3-year position with the option of extending the term year to year based on work performance and department head approval. The maximum assignment to this position is 6 years unless there are extenuating circumstances.

**DUTIES AND RESPONSIBILITIES**

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week	Activity
% 15%	Writing, Submitting, and executing Search Warrants to include: <ul style="list-style-type: none"> <li>- Body warrants to enter a residence to arrest a wanted fugitive.</li> <li>- Evidentiary warrants to enter a structure to further an investigation.</li> <li>- Social media warrants to receive data for digital surveillance.</li> <li>- Social media warrants for data that relates information to an ongoing crime.</li> <li>- Warrants for cell phone data pertaining to criminal activity.</li> </ul>

POSITION ANALYSIS QUESTIONNAIRE

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<p>% 30%</p>	<p>Surveillance and information collection:</p> <ul style="list-style-type: none"> <li>- Conduct surveillance on violent offenders in Cass/Clay County to assist with apprehensions.</li> <li>- Covertly entering into public areas in an undercover capacity to conduct surveillance on criminal offenders.</li> <li>- Information gathering via social media, prior intel and arrests, case reports, and offender associates to assist with criminal investigations and apprehension.</li> <li>- Assist or lead investigations of violent crimes including Homicide, attempted homicide, aggravated assault with deadly weapons, shots fired, drive by shootings, and robbery.</li> <li>- Collect field data including public cameras, private cameras, state owned data to provide leads for investigations.</li> <li>- Conduct interviews with suspects, victims, and witnesses.</li> <li>- Searching national databases for leads pertaining to investigations.</li> <li>- Monitoring jail phone calls pertaining to active cases with known offenders and gang members.</li> <li>- Primary officer assigned for collecting, retaining, and investigating individuals belonging to gangs including Outlaw Motorcycle Gangs (OMG's), criminal street gangs, and prison gangs.</li> </ul>
<p>% 30%</p>	<p>Criminal Investigation and Suspect Apprehension:</p> <ul style="list-style-type: none"> <li>- Apprehension in open air (public) from undercover and covert locations to safely take armed and violent individuals into custody.</li> <li>- Executing building search warrants for dangerous individuals using specialized equipment (Rams, Shields, Rifles, Drones).</li> <li>- Vehicle suppression techniques to take violent criminals located in vehicles into custody.</li> <li>- Using technology to gain real time information pertaining to suspects/cases.</li> </ul>
<p>% 10%</p>	<p>Creating operational plans for the following:</p> <ul style="list-style-type: none"> <li>- Search warrant execution.</li> <li>- Public activities that attract criminal activity.</li> <li>- Undercover surveillance operations.</li> <li>- Suspect Apprehension.</li> <li>- Conducting controlled purchases and deliveries of narcotics and firearms.</li> </ul>
<p>% 15%</p>	<p>Report writing, submitting cases for prosecution, testifying in State and Federal Court:</p> <ul style="list-style-type: none"> <li>- Assist Alcohol, Tobacco, and Firearms (ATF) with federal firearm investigations.</li> <li>- Communicating with State and Federal prosecutors to assist with prosecution of cases.</li> <li>- Pre-Trial conference and courtroom testimony.</li> </ul>

POSITION ANALYSIS QUESTIONNAIRE

PAGE 3

	- Collecting and presenting discovery documents for State and Federal Prosecution.
%	

**KNOWLEDGE, SKILLS AND ABILITIES**

**A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.**

- Search warrant writing.
- Critical incident response and management.
- Interview and Interrogation.
- BCI Investigator Courses.
- Gang Trainings.
- Networking: Clear communication with the local agencies in Street Crimes (5) and Federal Agencies (6+). Understanding of each agency both local, state, and Federal as the liaison for the Sheriff's Office to those agencies investigations divisions.
- Networking with Gang investigators and other investigators around the state and country in order to facilitate information sharing on violent/gang individuals from different areas of the country.

**B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.**

- Undercover minivan, interior and exterior drone, medical equipment (AED, tactical med) 2 radios, handgun, rifle, pepper ball, Taser, OC, handcuffs, night vision goggles, spotting scope, computer, and all of the internet, training, and written resources I have ascertained in my career.

**C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?**

- North Dakota POST Licensed Peace Officer
- FAA Part 107 for drone operations

**SCOPE OF WORK**

**A. INSTRUCTIONS**

**1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?**

- Annual evaluation and expectations from Supervisor.
- The nature of this position is to operate independently, follow up on leads, and generate self-initiated activity based on the needs of the unit.

POSITION ANALYSIS QUESTIONNAIRE

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- Operate under little to no supervision on a daily basis.
- Assigned Cases by Detective Sergeant as needed and seek advice or guidance when needed.

2. WHEN ARE INSTRUCTIONS GIVEN?

If there are tips or cases that come to my supervisor's attention they will share the information and I will take lead and follow up with no instruction.

B. REVIEW OF WORK

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

- Feed back on a weekly basis in person
- All cases that I conduct a report on are CC'd to my supervisor upon submission
- Emails and Text correspondence with most activities
- Official feedback annually in the form of a review

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

Generally, my work is only reviewed after the work is completed. Feedback is given in the form of advice and annual review. Work is reviewed in an effort to maintain safe operations, efficient/effective investigations, and professional development.

3. WHEN IS WORK REVIEWED?

Annually and case by case basis or when reports are submitted on a case. Operational plans are sent to my supervisor for situational awareness.

GUIDELINES

A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?

North Dakota Century Code, Federal Laws specifically Federal gun laws, Cass County Policy, FAA Part 107 policy, State and Federal Case Law, and Cass County Ordinances. Understanding and awareness of other jurisdiction policies that work on Street Crimes and where they differ from our agency. Complying with Memorandums of Understandings (MOU's).

**B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?**

All Cass County policy's and North Dakota Peace Officer Standards and Training policies, Memorandum of Agreement with Clay County Sheriff and Moorhead Police to complete work in another judication and have arrest authority.

**PERSONAL CONTACTS**

**A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)**

- Professionally: I work with a multi-jurisdictional team comprised of 9 Officers from 5 agencies crossing over 2 states (Minnesota and North Dakota). I directly work with several federal agencies including: Alcohol Tobacco and Firearms, Federal Bureau of Investigation, United States Marshal Services, North Dakota and US Parole and Probation, and several others. Professionally I deal with all divisions of the Cass County Sheriff's Office to include: Court Transport, Civil/Warrants, Jail Staff, training, Investigations, Patrol, School Resource Deputies. I respectively work with all those same law enforcement agencies within each jurisdiction we serve (Clay County Sheriff, Moorhead Police, Fargo Police, and West Fargo Police)
- Public: I interact with violent felons, drug users/dealers, gang members, inmates, parole/probationers. I also interact with the general public as witnesses to obtain evidence, community caretaking, field contacts, and other non-Criminal interactions.

**B. WHAT ARE THE PURPOSE OF THESE CONTACTS?**

Professional Contacts are generally to collaborate and work as a team to accomplish a specific mission (surveillance operations of known gang members/fugitives, intel gathering, arresting wanted violent individuals).  
Community Contacts are usually gathering witness statements or establishing evidence for a case. Additionally, building relationships to serve the community and provide a customer service by answering questions, problem solving, or giving them the resources, they need to assist them in any capacity they need.

**PHYSICAL DEMANDS**

**A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?**

Daily duties involve arresting violent and armed fugitives which can involve; running, jumping, tackling, using control techniques and maneuvering over uncertain terrain (snow, ice, mud) or small structures while wearing a tactical plate carrier vest weighing in excess of 30 lbs. Carrying and holding a 20-30lb bullet proof shield for extended periods of time. Breaching doors with a 40lb ram. Standing or kneeling with a rifle in cold or hot temperatures for 2+ hours  
On call 24/7; involves working any time of day or night and working 16+ hours straight in emergency situations. Working with little to no sleep for when called out to work outside of my normal sleep schedule and work hours. Working extended days, sometimes 21 days straight without a day off depending on the needs of the job.

**WORK ENVIRONMENT**

A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.

Inside, outside, or in a vehicle. Working inside substandard living conditions where narcotics and dirty or dangerous conditions exist. Working on roadways conducting high risk traffic stops. Less than 20% of my daily activities take place inside and office setting. North Dakota winters and summers working outside for several hours at a time while wearing a tactical vest.

**FOR RECLASSIFICATION REQUESTS ONLY**

A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?

Duties and responsibilities have remained mostly stable since the inception of Street Crimes over a decade ago. Levels of violent crime (Homicide, Robbery, Aggravated assault, carjacking, Sexual Assault) have increased over the last decade with similar resources. This has increased the case load and amount of call outs after hours. A recent added responsibility for this position was for this position to assume the responsibility of an ATF Task Force Officer to assist with gun crimes at the Federal Level.

**SUPERVISION**

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.

When a Law Enforcement Officer is the lead investigator on an operation they take operational control over all members in that operation regardless of rank. For example, if I am creating an operations plan, for a search warrant, I assign positions and am overall

POSITION ANALYSIS QUESTIONNAIRE

PAGE 7

responsible for the operation and investigation, ensuring the plan is safe and effective. Ensure all rolls and responsibilities are met, and the when the right time to execute and operations exists.

**B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.**

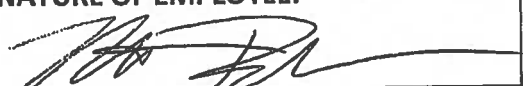
General operational supervision, developing, implementing, and executing that plan for a team of 6 up to 15 individuals. When operating as the "Case agent" on a case the Case agent has overall delegation authority to everyone involved in the operation. An expectation for this position is to provide leadership and mentorship to other members of the Cass County Sheriff's Office. This is done through education on violent offenders, gang trends, and regional criminal activity. Expected to be subject matter expert in fugitive apprehension, gang activity, and violent activity. Provide a leadership role during critical incidents, active crime scene, and through investigations.

**TRAINING AND EXPERIENCE**

**A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.**

- General Law Enforcement field experience 3 years
- Interview and interrogation training
- 2 Week basic investigator training (BCI)
- Gang investigator and violent crime training (1 week annually)

**I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE**

<b>SIGNATURE OF EMPLOYEE:</b> 	<b>DATE:</b> 3-24-2025
--	---------------------------

**PART 2:**

**SUPERVISOR'S COMMENTS**

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

**A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.**

I currently am the Sergeant that oversees Task Force Officers that the Cass County Sheriff's Office has assigned to regional and Federal Task Force Units. These units provide specialized investigative services focused on combating narcotics trafficking, violent crimes, gangs, crimes

POSITION ANALYSIS QUESTIONNAIRE

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involving firearms, organized crimes, and high-risk fugitive apprehension among others. The four individuals that I supervise are assigned to the one of the following: Metro Area Street Crimes Unit/ATF Task Force, Cass County Drug Task Force, United States Postal Inspection Service, and US Marshal High Plains Fugitive Task Force. Additionally, Task Force Deputies provide investigative support to general investigative units across multiple agencies within the region, as well as across the country on a case-by-case basis.

**B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.**

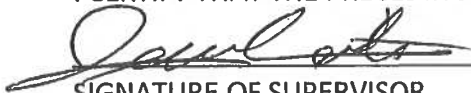
Boerboom's position with the Metro Street Crimes Unit/ATF Task Force, along with the other deputies I supervise assigned to Task Force Units, have several expectations for their position. They are expected to be the sole liaison to their unit and subject matter expert for their area of investigation. The resources that these units provide are expected to be available to the Cass County Sheriff's Office at any time, day or night. This requires individuals assigned to these positions to be flexible with their scheduling and often get called out or stay late to assist with an investigation/operation that may be occurring at any time of the day or night. If these deputies are going to be unavailable at any time, they are expected to notify myself as their Sergeant, to assume this responsibility and ensure there is no lapse in the availability of these resources.

Additionally, Task Force Deputies such as Boerboom with the Metro Street Crimes Unit/ATF Task Force, are expected to provide education to other members of the Cass County Sheriff's Office and members of the public regarding their roles, current crime trends in the region, as well as other relevant information learned over the course of their duties.

**C. OTHER INFORMATION**

The Metro Area Street Crimes Unit is comprised of officers/deputies from Cass County Sheriff's Office, West Fargo PD, Fargo PD, Clay County Sheriff's Office, and Moorhead PD. Currently all members on the team, other than Cass County, carry a Detective or Investigator designation.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

  
SIGNATURE OF SUPERVISOR

3/28/25  
DATE

COMMENTS

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT DIRECTOR

\_\_\_\_\_  
DATE

POSITION ANALYSIS QUESTIONNAIRE

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**\*\*PERSONNEL DEPARTMENT ONLY\*\***

NEW POSITION \_\_\_\_\_ RECLASSIFICATION \_\_\_\_\_ DATE \_\_\_\_\_

PERSONNEL STAFF \_\_\_\_\_ AUDIT COMPLETED: YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS \_\_\_\_\_

**POSITION ANALYSIS QUESTIONNAIRE**

EMPLOYEE NAME: Justin Phillips		DATE: March 11, 2025
WORK PHONE NUMBER: (701)715-0127		
CURRENT JOB TITLE: Detective- United States Postal Inspection Service (USPIS) (Temporary)		
DEPARTMENT/DIVISION: Sheriff's Office – Investigations Division		
REGULAR HOURS WORKED: 40/week + Required Overtime.		REGULAR DAYS OFF:
SUPERVISOR NAME: Jesse Castle		SUPERVISOR TITLE: Sergeant

**PART 1:**

**PURPOSE OF YOUR POSITION**

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

The Cass County Sheriff's Office works collaboratively with several multi-agency task forces. The position of Detective for the United States Postal Inspection Service (USPIS) is a specialized law enforcement position focused on conducting thorough criminal investigations. The Task Force Detective must be able to perform all work associated with criminal investigations including but not limited to writing and executing search warrants, conducting surveillance, making arrests, conducting interviews and interrogations, writing detailed reports, handling evidence, and testifying in court. Knowledge of applicable North Dakota and Federal Law is critical. The Task Force Detective also works collaboratively with local, state, and federal agencies. The Detective position with the USPIS focuses primarily on investigations of USPIS. This position is a temporary 3-year position with the option of extending the term year to year based on work performance and department head approval. The maximum assignment to this position is 6 years unless there are extenuating circumstances.

**DUTIES AND RESPONSIBILITIES**

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week	Activity

POSITION ANALYSIS QUESTIONNAIRE

PAGE 2

<p>%  40%</p>	<p><b>Report Writing, Database Analytics to include but not limited to:</b> -                  Inbound Interdiction- Identifying parcels suspected to conceal controlled substances.                  -Multi-Database Reviews (DMVR,CLEAR,MBR,AHR,CJIS,FINCEN)- Review multiple databases in order to identify and confirm suspicious activity, to include but not limited to financial crimes of money laundering ect.</p>
	<p>-Outbound Interdiction- Identifying parcels suspected to conceal U.S. Currency related to controlled substance proceeds.                  -Parcel Search Warrant Reports- complete investigative reports for parcels identified to be concealing controlled substances.                  -Residential Search Warrant Reports- complete investigative reports for warrants executed related to the investigation.                  -Subpoena Reports- complete reports regarding information produced through the power of Grand Jury.                  -OCDETF Narratives/IIF's. - complete overall summary of Federal Investigation to propose to the OCDETF board to receive special funding. (Large Scale/Multi-Jurisdiction/Multi Defendant Cases) - Presentation Letters- complete overall report with exhibits to propose to the U.S. Attorney's office for prosecution.</p>
<p>%  30%</p>	<p><b>Legal Process to include but not limited to:</b>                  -8<sup>th</sup>&amp;9<sup>th</sup> Circuit Federal Search Warrants.                  -Federal Parcel Warrants- to open inbound and outbound parcels. - Federal Residential Warrants- to enter a structure to further the investigation.                  -Cell Phone Warrants- obtain cell phone data to further the investigation.                  - Body Warrants- to enter a structure to arrest a fugitive.                  -GPS Warrants- to track parcels/vehicle related to further investigation.                  -Beeper Warrants- to identify if the suspect opened a parcel. -PRTT Warrants- identify location and phone tolls related to the investigation.                  -Social Media Warrants- data relating to active investigation. -Grand Jury Subpoena's- power to obtain information to further the investigation.</p>

POSITION ANALYSIS QUESTIONNAIRE

PAGE 3

%  15	<b>Interviewing/Interrogating and Proffers to include but not limited to:</b> <ul style="list-style-type: none"> <li>- Interview suspects related to the investigation.</li> <li>- Interview witness related to the investigation.</li> <li>- Conduct proffers pursuant to investigations.</li> </ul>
%  10	<b>Surveillance and information collection to include but not limited to:</b> <ul style="list-style-type: none"> <li>- Conduct surveillance on controlled substance distributors in the United States to assist with apprehensions.</li> <li>- Covertly entering public areas in an undercover capacity to conduct surveillance on criminal offenders.</li> <li>- Collect field data including public cameras, private cameras, to provide leads for investigations.</li> </ul>
	<ul style="list-style-type: none"> <li>- Information gathering via social media, prior intel and arrests, case reports, and offender associates to assist with criminal investigations and apprehension.</li> </ul>
%  5	<b>Travel to include but not limited to:</b> <ul style="list-style-type: none"> <li>- Travel to source area states (CA, AZ, TX, CO, KS, NV, NY) to execute arrest warrants and search warrants.</li> <li>- Travel to other destination areas of ND to execute arrest warrants and search warrants.</li> </ul>

**KNOWLEDGE, SKILLS AND ABILITIES**

**A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.**

- Search Warrant writing.
- Critical incident response and management.
- Interview and Interrogation.
- BCI Drug Investigator Courses.

**B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.**

- U/C Patrol Vehicle, sUAS (Drones), Sheild, Ram, Halligan, Lethal Firearms, Less-than Lethal applications, Computer with Word processing, Excel spreadsheets and other software, scanner, telephone, photocopy machine, Money Counter.

**C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?**

POSITION ANALYSIS QUESTIONNAIRE

PAGE 4

Secret Security Clearance, 40 Hour United States Postal Inspection Service Training, Federal Deputization, ND Peace Officer License, BCI Drug Basic for Investigators, CWIS/NCIC and CJIS certified; Cyber Security Training; CPR/AED Training; Defensive Driving.

**SCOPE OF WORK**

**A. INSTRUCTIONS**

1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?

Being part of the USPIS TFO Task Force, our duties consist of being self-generated.

2. WHEN ARE INSTRUCTIONS GIVEN?

Being part of the USPIS TFO Task Force, our duties consist of being self-generated.

**B. REVIEW OF WORK**

1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?

Upon the completion of reports, search warrants, subpoena's, ops plans, ect., work product is reviewed by USPIS Supervisors.

2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?

To ensure the final product is acceptable to be reviewed by federal prosecutors.

3. WHEN IS WORK REVIEWED?

When product is completed by USPIS TFO.

**GUIDELINES**

- A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?

North Dakota Century Code- Controlled Substance Violations.

Federal Statues and Regulations- Violations of Title 21, United States Code, Sections 846, Conspiracy to Possess with Intent to Distribute a Controlled Substance; 841, Possession with Intent to Distribute a Controlled Substance and 843(b), and Illegal Use of a Communication Facility, 924(C), Possession of Firearm in Furtherance of a Drug Trafficking Crime

- B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?

Strict Confidentiality, Cass County Employee Handbook, Cass County Sheriff's Office Policy Manual, Federal and State guidelines, other references, or publications.

**PERSONAL CONTACTS**

- A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)

United States Attorney's Office, Cass County States Attorney's Office, USPIS Inspectors, DEA Agents, HSI Agents, IRS Agents, FBI Agents, Local Task Force Agents, Out of District Agents/Task Forces, Public, Defendants, Victims, Defense Attorney's, Prosecuting Attorney's.

- B. WHAT ARE THE PURPOSE OF THESE CONTACTS?

To conduct multi-defendant, multi-jurisdiction, large scale controlled substance investigations.

**PHYSICAL DEMANDS**

- A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?

High to low Physical activity changes rapidly over the course of the day, upon executing search warrants/arrests/surveillance.

POSITION ANALYSIS QUESTIONNAIRE

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**WORK ENVIRONMENT**

A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.

The environment can be changed rapidly between high and low stress, depending on the performance and activities of the day. Critical thinking is always engaged, as multiple investigations are being conducted by several USPIS TFO's and Inspectors at a time.

**FOR RECLASSIFICATION REQUESTS ONLY**

A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?

USPIS TFO's / Inspectors are in charge of self-generating large scale-controlled substance cases and are in charge of creating the case "Trial Ready" for the ND USAO. Prior to presenting the case to the ND USAO, USPIS TFO's / Inspectors prepare a "Presentation Letter" for the USAO to include but not limited to creating evidentiary exhibits for the case, to promote a positive oversight of future successful prosecution.

Furthermore, USPIS TFO's / Inspectors, are always looking to make every case OCDEF approved as these cases are Large Scale controlled substance /complex/multi defendant/financial cases.

The duties of a USPIS TFO greatly involve several investigative techniques and coordination with multiple agencies / districts, to ensure the investigations are completed to a high standard.

**SUPERVISION**

(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)

A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.

N/A

B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.

N/A

**TRAINING AND EXPERIENCE**

**A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.**

Secret Security Clearance, 40 Hour USPIS training, ND Peace Officer License, BCI Drug Basic, CWIS/NCIC and CJIS certified; Cyber Security Training; CPR/AED Training; Defensive Driving, Defensive Tactics/Room Clearing.

**I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE**

<b>SIGNATURE OF EMPLOYEE:</b> <i>Justin Phillips</i>	<b>DATE:</b> 3/20/2025
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**PART 2:**

**SUPERVISOR'S COMMENTS**

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1) **A.**

**A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.**

I currently am the Sergeant that oversees Task Force Officers that the Cass County Sheriff's Office has assigned to regional and Federal Task Force Units. These units provide specialized investigative services focused on combating narcotics trafficking, violent crimes, gangs, crimes involving firearms, organized crimes, and high-risk fugitive apprehension among others. The four individuals that I supervise are assigned to the one of the following: Metro Area Street Crimes Unit/ATF Task Force, Cass County Drug Task Force, United States Postal Inspection Service, and US Marshal High Plains Fugitive Task Force. Additionally, Task Force Deputies provide investigative support to general investigative units across multiple agencies within the region, as well as across the country on a case-by-case basis.

POSITION ANALYSIS QUESTIONNAIRE

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B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.

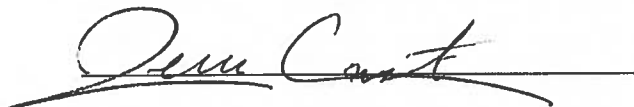
Phillip's position with the United States Postal Inspection Service (USPIS), along with the other deputies I supervise assigned to Task Force Units, have several expectations for their position. They are expected to be the sole liaison to their unit and subject matter expert for their area of investigation. The resources that these units provide are expected to be available to the Cass County Sheriff's Office at any time, day or night. This requires individuals assigned to these positions to be flexible with their scheduling and often get called out or stay late to assist with an investigation/operation that may be occurring at any time of the day or night. If these deputies are going to be unavailable at any time, they are expected to notify myself as their Sergeant, to assume this responsibility and ensure there is no lapse in the availability of these resources.

Additionally, Task Force Deputies such as Phillips with the USPIS, are expected to provide education to other members of the Cass County Sheriff's Office and members of the public regarding their roles, current crime trends in the region, as well as other relevant information learned over the course of their duties.

C. OTHER INFORMATION

The United States Postal Inspection Service is comprised of officers/deputies from Cass County Sheriff's Office, West Fargo PD, Fargo PD, and Clay County Sheriff's Office. Currently all members on the team, other than Cass County, carry a Detective or Investigator designation.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.



SIGNATURE OF SUPERVISOR

3/24/25

DATE

\_\_\_\_\_  
COMMENTS

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT DIRECTOR

\_\_\_\_\_  
DATE

**\*\*PERSONNEL DEPARTMENT ONLY\*\***

NEW POSITION \_\_\_\_\_ RECLASSIFICATION \_\_\_\_\_ DATE \_\_\_\_\_

PERSONNEL STAFF \_\_\_\_\_ AUDIT COMPLETED: YES \_\_\_\_\_ NO \_\_\_\_\_

POSITION ANALYSIS QUESTIONNAIRE

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COMMENTS \_\_\_\_\_

**POSITION ANALYSIS QUESTIONNAIRE**

EMPLOYEE NAME: Steve Sprecher		DATE: 03/11/2025
WORK PHONE NUMBER: 701-793-0387		
CURRENT JOB TITLE: Detective – US Marshals Task Force (Temporary)		
DEPARTMENT/DIVISION: Investigations		
REGULAR HOURS WORKED:	REGULAR DAYS OFF:	
SUPERVISOR NAME: Jesse Castle	SUPERVISOR TITLE:	

**PART 1:**

**PURPOSE OF YOUR POSITION**

(DESCRIBE IN A SENTENCE OR TWO THE PRIMARY PURPOSE OF YOUR POSITION)

The Cass County Sheriff's Office works collaboratively with several multi-agency task forces. The position of Detective for the US Marshall Task Force is a specialized law enforcement position focused on conducting thorough criminal investigations. The Task Force Detective must be able to perform all work associated with criminal investigations including but not limited to writing and executing search warrants, conducting surveillance, making arrests, conducting interviews and interrogations, writing detailed reports, handling evidence, and testifying in court. Knowledge of applicable North Dakota and Federal Law is critical. The Task Force Detective also works collaboratively with local, state, and federal agencies. The Detective position with the US Marshall Task Force focuses primarily on investigations of US Marshall Task Force. This position is a temporary 3-year position with the option of extending the term year to year based on work performance and department head approval. The maximum assignment to this position is 6 years unless there are extenuating circumstances.

**DUTIES AND RESPONSIBILITIES**

LIST ACTIVITIES IN ORDER OF IMPORTANCE AND ESTIMATE AMOUNT OF TIME SPENT IN EACH AREA.

% of Time Required or Number of Hours Per Week	Activity
5%	<p>Writing, submitting, and executing Search Warrants to include:</p> <ul style="list-style-type: none"> <li>• Body warrants to enter a residence to arrest a fugitive.</li> <li>• Social media warrants to gather data for digital surveillance.</li> <li>• Financial warrants to gather data for digital surveillance.</li> <li>• PRTT warrants to obtain information about phone communications for digital surveillance.</li> </ul>

**POSITION ANALYSIS QUESTIONNAIRE**

**PAGE 2**

<b>15%</b>	<b>Adoption of warrant</b> <ul style="list-style-type: none"><li>• Verify warrant is current and determine extradition.</li><li>• Run criminal history of fugitive</li><li>• Obtain recent photos of fugitive</li><li>• Enter fugitive into CAPTURE (federal fugitive case management system)</li></ul>
<b>5%</b>	<b>Collateral Leads – If a fugitive is not in the local area fugitive information can be sent to the local US Marshal office where fugitive is suspected to be.</b> <ul style="list-style-type: none"><li>• Ensure all fugitive information in CAPTURE is accurate and up to date.</li><li>• Notify and forward all fugitive information to local US Marshal office.</li><li>• When fugitive is arrested ensure all paperwork is submitted so extradition, if necessary, can be started.</li></ul>
<b>50%</b>	<b>Surveillance and collection of information of fugitives</b> <ul style="list-style-type: none"><li>• Lead and coordinate fugitive cases on the local, state, nationwide, and international level.</li><li>• Surveil locations to locate and gather information on fugitives.</li><li>• Tail fugitives covertly to locate and gather information on fugitives.</li><li>• Utilize cameras and other electronics to locate and gather information on fugitives.</li><li>• Conduct interviews with victims, witnesses, or any other person who may have information in locating fugitives.</li><li>• Searching databases for information which may aid in locating fugitives.</li><li>• Monitoring jail phone calls for information which may aid in locating fugitives.</li><li>• Maintain case files.</li></ul>
<b>5%</b>	<b>Apprehension planning:</b>

**POSITION ANALYSIS QUESTIONNAIRE**

**PAGE 3**

	<ul style="list-style-type: none"><li>• Creating an operation plan which identifies the target, target location, and when the operation will take place.</li><li>• Identify and assign all personnel involved.</li> <li>• Notify and deconflict with local law enforcement.</li><li>• Determine where the fugitive and any other persons arrested will be transported.</li><li>• Identify the nearest Trauma Center and the who will transport any officer injured in the apprehension.</li></ul>
20%	<p><b>Violent Criminal Apprehension:</b></p> <ul style="list-style-type: none"><li>• Open air apprehension of fugitives.</li><li>• Executing the arrest of fugitives who are in a structure.</li><li>• Executing the arrest of fugitives who are in a vehicle.</li></ul>

**KNOWLEDGE, SKILLS AND ABILITIES**

**A. LIST THE KNOWLEDGE, SKILLS AND ABILITIES THAT ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION.**

A thorough knowledge, on both the state and federal level, of the criminal justice system, criminal apprehension, domestic and international extradition, civil process, and civil warrants. Effective written, verbal, and non-verbal communication skills. Ability to multi-task and problem solve on individual cases while simultaneously working other unrelated cases. Applicable computer systems. Covertly surveil fugitives. Properly collect and log evidence. Ability to safely operate a motor vehicle in all conditions.

**B. LIST ANY TOOLS, EQUIPMENT, VEHICLES, AND MACHINES YOU USE WHILE PERFORMING YOUR WORK.**

Computers with word processing, spread sheets, and other software, scanner, telephone, photocopier, printer, assigned squad car, department issues handgun and rifle, tire deflation devices, breeching equipment, shield, gas mask, Taser, handcuffs, police radio, OC spray, pepper ball gun,

**POSITION ANALYSIS QUESTIONNAIRE  
PAGE 4**

**C. WHAT LICENSES OR CERTIFICATES ARE REQUIRED IN THE PERFORMANCE OF YOUR WORK?**

Peace Office License, CWIS/NCIC, CJIS, cyber security, CPR, 1<sup>st</sup> responder, Defensive Driving, Workforce Safety training, VALOR training, Department of Defense background check with applicable secret clearance,

**SCOPE OF WORK**

**A. INSTRUCTIONS**

**1. WHAT KINDS OF INSTRUCTIONS DO YOU RECEIVE REGARDING YOUR WORK?**

Minimal instruction. Locate fugitives and arrest safely and legally.

**2. WHEN ARE INSTRUCTIONS GIVEN?**

As needed

**B. REVIEW OF WORK**

**1. HOW IS YOUR WORK REVIEWED BY YOUR SUPERVISOR?**

Daily observation, communication, oversight, and self-evaluation.

**2. FOR WHAT PURPOSE IS YOUR WORK REVIEWED?**

Compliance of department policy

**3. WHEN IS WORK REVIEWED?**

**POSITION ANALYSIS QUESTIONNAIRE**  
**PAGE 5**

Formal annual review and informal conversations.

**GUIDELINES**

- A. WHAT SPECIFIC LAWS, ORDINANCES OR REGULATIONS DO YOU FOLLOW OR USE AS A REFERENCE IN PERFORMING YOUR JOB?**

North Dakota Century Code  
Title 28 U.S. Code 564, Title 28 U.S. Code Chapter 37, Title 28 U.S. Code 566

- B. WHAT OTHER PRACTICES OR DEPARTMENTAL POLICIES DO YOU FOLLOW OR UTILIZE IN PERFORMING YOUR WORK?**

Strict Confidentiality, Cass County Employee Handbook, Cass County Sheriff's Office Policy Manual, Federal and State guidelines, other references, or publications.

**PERSONAL CONTACTS**

- A. WHAT KIND OF PEOPLE DO YOU DEAL WITH IN CARRYING OUT YOUR DUTIES AND RESPONSIBILITIES? (CO-WORKERS, GENERAL PUBLIC, ETC.)**

The public, co-workers, supervisors, professional contacts, and employees from Federal, State, County, and City departments and agencies, defendants, and attorneys.

- B. WHAT ARE THE PURPOSE OF THESE CONTACTS?**

To further investigations resulting in the apprehensive of a fugitive.

**PHYSICAL DEMANDS**

- A. WHAT PHYSICAL EFFORTS ARE REQUIRED TO PERFORM YOUR WORK?**

**POSITION ANALYSIS QUESTIONNAIRE**  
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Wearing approximately 35 pounds of equipment in all weather, carrying a 25 pound ballistic shield, using a ram and halogen tool, run up and down stairs while wearing approximately 35 pounds of equipment, apprehend fugitives whether they are compliant or not, able to drag a fallen person to safe cover.

**WORK ENVIRONMENT**

**A. DESCRIBE THE ENVIRONMENT IN WHICH YOUR WORK IS PERFORMED.**

All environments days and nights, inside and outside, hot or cold.

**FOR RECLASSIFICATION REQUESTS ONLY**

**A. HOW HAVE THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION CHANGED?**

**SUPERVISION**

**(COMPLETE ONLY IF YOU ARE RESPONSIBLE FOR THE WORK OF OTHERS)**

**A. LIST THE NAMES AND JOB TITLES OF ALL EMPLOYEES WHO WORK UNDER YOUR SUPERVISION.**

**B. DESCRIBE YOUR SUPERVISORY RESPONSIBILITIES.**

**TRAINING AND EXPERIENCE**

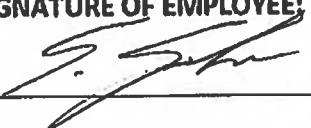
**POSITION ANALYSIS QUESTIONNAIRE**

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- A. PLEASE INDICATE THE MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS THAT YOU BELIEVE ARE ESSENTIAL TO THIS POSITION.**

Peace officer license, evidence collection, search warrant writing, search and seizure training, tactical pistol training, tactical rifle training, shield training, vehicle containment training, room clearing, active shooter training, know and understand applicable ND Century Code and U.S. Codes, communication skills, High Risk Fugitive Apprehension training.

**I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE**

<b>SIGNATURE OF EMPLOYEE:</b> 	<b>DATE:</b> 03/27/2025
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**PART 2:**

**SUPERVISOR'S COMMENTS**

(TO BE COMPLETED BY IMMEDIATE SUPERVISOR. DO NOT ALTER THE EMPLOYEE'S ENTRIES IN PART 1)

- A. DESCRIBE THE PRIMARY FUNCTION OF THE UNIT YOU SUPERVISE.**

I currently am the Sergeant that oversees Task Force Officers that the Cass County Sheriff's Office has assigned to regional and Federal Task Force Units. These units provide specialized investigative services focused on combating narcotics trafficking; violent crimes, gangs, crimes involving firearms, organized crimes, and high-risk fugitive apprehension among others. The four individuals that I supervise are assigned to the one of the following: Metro Area Street Crimes Unit/ATF Task Force, Cass County Drug Task Force, United States Postal Inspection Service, and US Marshal High Plains Fugitive Task Force. Additionally, Task Force Deputies provide investigative support to general investigative units across multiple agencies within the region, as well as across the country on a case-by-case basis.

- B. LIST ANY ADDITIONS TO THE STATEMENTS MADE BY THE EMPLOYEE IN PART 1.**

Sprecher's position with the US Marshal High Plains Fugitive Task Force, along with the other deputies I supervise assigned to Task Force Units, have several expectations for their position. They are expected to be the sole liaison to their unit and subject matter expert for their area of investigation. The resources that these units provide are expected to be available to the Cass County Sheriff's Office at any time, day or night. This requires individuals assigned to these positions to be flexible with their scheduling and often get called out or stay late to assist with

**POSITION ANALYSIS QUESTIONNAIRE**

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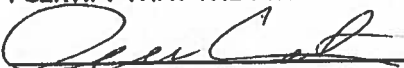
an investigation/operation that may be occurring at any time of the day or night. If these deputies are going to be unavailable at any time, they are expected to notify myself as their Sergeant, to assume this responsibility and ensure there is no lapse in the availability of these resources.

Additionally, Task Force Deputies such as Sprecher with the US Marshal Task Force, are expected to provide education to other members of the Cass County Sheriff's Office and members of the public regarding their roles, current crime trends in the region, as well as other relevant information learned over the course of their duties.

**C. OTHER INFORMATION**

The US Marshal Task Force position works with Deputy US Marshal Agents. These Deputy US Marshal Agents have been promoted to federal 1811 Criminal Investigators after initially working operations in Federal Court for approximately two years. Additionally, some members of the Metro Street Crimes Unit are sworn in as US Marshal Task Force Officers. Those members are also designated as detectives/investigators with their respective agencies. The Cass County Sheriff's Office US Marshal Task Force Position is currently designated as a B-32 Deputy.

I CERTIFY THAT THE PRECEDING INFORMATION IS ACCURATE AND COMPLETE.

  
\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

3/28/25  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMENTS

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT DIRECTOR

\_\_\_\_\_  
DATE

**\*\*PERSONNEL DEPARTMENT ONLY\*\***

NEW POSITION \_\_\_\_\_ RECLASSIFICATION \_\_\_\_\_ DATE \_\_\_\_\_

PERSONNEL STAFF \_\_\_\_\_ AUDIT COMPLETED: YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS \_\_\_\_\_