

LINN COUNTY CLASSIFICATION

TITLE: DETECTIVE

NUMBER: 681

PAY RANGE: 16

CATEGORY: DSA

APPROVAL ORDER

NUMBER: 2009-462

DATE: September 22, 2009

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Enforces State and local traffic, criminal and civil laws, and County Codes. Investigates crimes and complaints relating to criminal law enforcement in the County. Arrests and books suspects; serves warrants of arrest, subpoenas, summons and other civil process. Appears as witness in Court. Administers first aid, assists with search and rescue, receives and maintains evidence, prepares necessary reports. Duties may include assignment and investigations that lead them to other counties or states to complete.

SUPERVISION RECEIVED: Works under the general supervision of a First Sergeant on an assigned team who coordinates and directs Detective's activities. First Sergeant advises Detective as to proper procedures or interpretations of the law as necessary. Work is regularly reviewed for conformance to laws and office policies and regulations. While a Detective works within a framework of laws, rules and regulations which guide the performance of duties, there are instances where direct or immediate supervision will not be available and the Detective must exercise judgment as to the appropriate procedures and methods to be exercised.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of this classification. In some instances, the Detective responding to a crime scene may be responsible for supervising the activity of other Deputies at the scene. Detectives also assist in training new Deputies.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Maintain written records of all activities and prepare reports necessary for accident and criminal investigations, crime prevention, prosecution and office activities.
2. Make arrests as necessary in the performance of various duties; handle suspects and prisoners in accordance with established procedures; transport suspects and prisoners.
3. Investigate traffic crimes, administer emergency first aid, and secure the crime scene to insure safety of all persons.
4. Investigate crimes of a complex nature and criminal complaints; preserve crime scene; interview victims, witnesses and suspects. Conduct initial and follow-up investigations.

5. Serve subpoenas, summons, warrants for arrest and other civil process papers; appear as witness in Court to testify on matters relating to accidents, crimes and investigations. May extradite and transport persons back to Linn County.
6. Investigate internal affairs complaints and conduct background investigations for other law enforcement agencies.
7. Develop and maintain proficiency in the use of law enforcement equipment including firearms, police radio and communication codes, vehicles, crime scene kits, fingerprinting equipment, evidence collection processing and preservation, including taking and preserving digital photographs and video.
8. Investigate all manner of deaths including those which are, accidental, unattended, industrial, suicidal, homicidal or suspicious in nature. May also serve as a Deputy Medical Examiner.
9. Assist with crime prevention activities which include surveillance and dissemination of information to the public.
10. Answer public inquiries, complaint procedures and provide other general assistance as required.
11. On a rotating basis, Detectives will also be assigned on call weekends.
12. May have special responsibilities associated with receiving evidence and recovered property, collecting and marking evidence, custody of evidence, transporting evidence to crime lab.
13. Prepare cases for presentation to the District Attorney. Re-investigate cases based on District Attorney or Supervisor recommendations. Prepare cases for Court testimony and testify in Court as to the care and custody of evidence.
14. Assist with search and rescue operations.
15. Develop and maintain effective, harmonious and reasonable work relationships with others.
16. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for this position.

RECRUITING REQUIREMENTS: Detectives are selected from the criminal division who are in good standing. The detective assignment is on a rotating and non-rotating basis. (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the pertinent Federal, State and local laws and ordinances, including traffic, criminal, civil, juvenile, fish and game and marine statutes. Considerable knowledge of investigatory procedures and the gathering and preservation of evidence. Considerable knowledge of the use of law enforcement equipment including firearms, vehicles, radios and Intoxilyzers. Ability to demonstrate skill in the efficient and safe use of firearms and motor vehicles, including the operation of vehicles at high speeds and under adverse road conditions. Ability to learn a considerable amount of factual material relating to laws, ordinances, procedures and regulations, and apply this knowledge to on-the-job situations. Ability to comprehend and interpret laws, ordinances and regulations. Ability to understand sometimes complex oral and written instructions and to act upon them accordingly. Ability to analyze situations quickly and objectively, exercising considerable judgment to determine a proper course of action, in some instances without consulting a supervisor. Ability to prepare clear, concise and comprehensive reports. Ability to assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Ability to exercise appropriate physical actions in the arrest and restraint of persons to insure the safety of all persons. Ability to plan and organize work independently. Ability to establish and maintain effective working relationships with fellow officers, supervisors, complainants, crime victims and suspects, witnesses and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college with an Associate Degree in Law Enforcement or possession of a Basic Certificate from the Department of Public Safety Standards and Training plus one continuous year of experience as a law enforcement officer, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Possession of a Basic Certificate from the Department of Public Safety Standards and Training and Law Enforcement Data System (LEDS) certification within one year of hire date are required. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with

frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.