

LINN COUNTY CLASSIFICATION

TITLE: LIEUTENANT - DETECTIVE DIVISION

NUMBER: 692

PAY RANGE: 20 (SO)

CATEGORY: MANAGEMENT/EXEMPT (SO)

APPROVAL ORDER

NUMBER: 2014-085

DATE: APRIL 2, 2014

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as investigation commander in the absence of the Detective Captain. Performs highly skilled criminal investigation work involving felony and misdemeanor crimes. Conducts initial and follow-up investigations; interrogates persons, gathers and analyzes evidence, prepares cases. Testifies in Court. This level of investigation is distinguished from that performed by other detectives by supervision responsibility.

SUPERVISION RECEIVED: Works under the general supervision of the Division Captain who assigns cases, provides advice and counsel upon request. Recommends investigative techniques as necessary, interprets office policy and procedures, approves case priorities and regularly reviews partial and completed investigation reports.

SUPERVISION EXERCISED: Exercises general supervision over Detective, Polygraph Examiner and Deputies in the investigation of crime scenes. Assigns and directs subordinate personnel. Reviews written reports and documents. Explains and interprets laws. Assists in the formulation and implementation of management decisions and policies. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

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. Plan, coordinate and assign work to subordinates in criminal investigation units. Maintain close contact with Detectives during the progress of investigations to review work and offer advice.
2. Review completed investigative reports prepared by Detectives prior to submission of case to District Attorney. As necessary, re-submit case to Detective for additional investigation.
3. Investigate misdemeanor and felony crimes including murder, robbery, arson, rape, narcotics, burglary and theft. Assignments include initial crime scene investigations and follow-up investigations initiated by a Deputy Sheriff or other uniformed officer.
4. Collect, evaluate and preserve evidence; interview witnesses and suspects; obtain and execute search and/or arrest warrants; prepare cases for presentation to the District Attorney. Re-investigate case on basis of District Attorney or Supervisor recommendations; prepare cases for Court and testify.

5. Use various types of equipment in the investigation of crimes including still photographic and videotape equipment, identi-kits, firearms, restraining devices and fingerprinting equipment.
6. Instruct Sheriff's Office members in narcotics identification and investigative techniques.
7. Locate and interview witnesses; cultivate informants, determine their relative reliability, evaluate their information and follow up on leads provided.
8. Prepare comprehensive reports of all activities and investigations for use in evaluating the soundness of cases and preparing Court case documentation. Maintain records of past criminal activity.
9. As Deputy Medical Examiner, investigate all manner of deaths including those which are accidental, unattended, industrial or suspicious in nature.
10. Investigate internal affairs complaints and conduct background investigations for other law enforcement agencies.
11. Assist the Division Captain in budget preparation.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification 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 the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of criminal investigation techniques and practices. Considerable knowledge of the rules of evidence, arrest for probable cause and similar laws and statutes relating to the judicial system. Considerable knowledge and ability to interpret the laws and ordinances enforced by the Sheriff's Office. Considerable knowledge and skill in the use of photographic equipment, fingerprint removal and analysis techniques, crime investigation kits, firearms, vehicles and radios.

Ability to review a multitude of information related to a criminal incident, identifying key elements and from this develop a case which can be successfully prosecuted. Ability to

effectively interview persons involved in a crime. Ability to testify clearly, cogently and credibly in Court. Ability to plan and organize work independently. Ability to prepare comprehensive and accurate reports. Ability to supervise others in the investigation of a crime scene. Ability to develop and maintain effective working relationships with other officers, supervisors, representatives of other law enforcement agencies, suspects, witnesses, court personnel and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college with an Associates Degree in Law Enforcement or Criminal Investigation plus four years of experience as a Law Enforcement Officer with at least two years in intensive criminal investigative work. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

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. Possession of the Department of Public Safety Standards and Training Advanced Certificate at the time of appointment. Must have Supervisory Certificate within one year of the appointment. Successfully pass a general physical examination as required by the Department of Safety Standards and Training and must pass a comprehensive psychological examination. 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.