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BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR LINN COUNTY

IN THE MATTER OF ADOPTING A NEW
CLASSIFICATION FOR SERGEANT -
DETECTIVE DIVISION (Range 18-
Management/Exempt (SO)

RESOLUTION &
ORDER NO. 2019-065
(New Classification)

COMES NOW, Ralph E. Wyatt, Linn County Administrative Officer, in a regularly scheduled and duly advertised meeting on March 5, 2019, and respectfully requests that the Board of County Commissioners for Linn County (Board) approve, pursuant to Linn County Personnel Policy Manual Section 20.480, a new classification description for a position entitled "Sergeant - Detective Division;" and

WHEREAS, The Board having considered the matter and being fully advised by staff; and now, therefore, be it

RESOLVED, That a new classification entitled "Sergeant - Detective Division" Classification No. 695, attached hereto as Exhibit 1, be approved with the Salary Range 18-Management/Exempt (SO).

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1 Resolved this 5th day of March, 2019.

2 LINN COUNTY BOARD OF COMMISSIONERS

3 YES NO

4 *Roger Nyquist*

X

5 Roger Nyquist, Chairman

6 *John K. Lindsey*

X

7 John K. Lindsey, Commissioner

8 *William C. Tucker*

X

9 William C. Tucker, Commissioner

10 APPROVED AS TO CONTENT:

11 *Ralph E. Wyatt*

12 Ralph E. Wyatt, Linn County
Administrative Officer

APPROVED AS TO FORM:

13 *Eugene J. Karandy II*

14 Eugene J. Karandy II
County Attorney for Linn County



LINN COUNTY CLASSIFICATION

TITLE: SERGEANT – DETECTIVE DIVISION

NUMBER: 695

APPROVAL ORDER NUMBER: 2019-065

PAY RANGE: 18 (SO)

DATE: MARCH 5, 2019

CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as investigation commander in the absence of the Detective Captain and Detective Lieutenant. 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 and 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 Detective Lieutenant who assigns cases and 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 supervision over subordinate staff. Assists in the formulation and implementation of management decisions and policies. Evaluates, assigns and directs duties of subordinate personnel. When appropriate, employees in this classification 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 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. Perform the duties of a Deputy Sheriff and Detective. 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 office 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 and others as assigned. 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 and prepare cases for Court and testify.

5. Use various types of equipment in the investigation of crimes including still photographic and videotape equipment, 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. Instructs Sheriff's Office members in investigation of adult and child sex crimes and investigative/interviewing techniques.
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 of this 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 develops 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 to include search warrants/affidavits. 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 senior high school or possession of the equivalent GED Certificate. Three years' experience as a law enforcement officer, with at least two-years in intensive criminal investigative work, including at least one year experience in a County Sheriff's Office. Possession of the Department of Public Safety Standards and Training Intermediate Police Certificate at time of appointment. Must complete Supervisory Certification training within two years of appointment.

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 the prescribed testing by the Sheriff's Office which may include oral and/or written exams. 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. Successfully pass a general physical examination as required by the Department of Public 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.

