

# Detective

## Position Description



### Status

Full-time, Nonexempt

### Compensation

B25

### Bargaining Unit

POLC – Road Patrol Deputies

### Reports to

Law Enforcement Captain

### Supervises

none

### Position Category

Coordinator

### Summary

Performs a variety of routine and complex detective related law enforcement activities and work. Assists on various teams and task forces as designated by the Captain and performs investigations on criminal, civil, and traffic offenses.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Works with a multi-jurisdictional narcotics task force to assist with narcotic investigations which may include surveillance, developing and supervising informants, developing raid plans for the execution of search warrants, overseeing and supervising lab cleanup, evidence processing, completion and filing of State Police paperwork, and assists other agencies with their investigations.
2. Investigates and renders assistance at the scene of vehicular accidents. Summons ambulances and other law enforcement vehicles and personnel, takes measurements, draws diagrams of the scene, interviews suspects, witnesses, and drivers, and preserves evidence.
3. Conducts follow-up investigations of crimes to develop leads and tips, searches scenes of crimes for clues, analyzes and evaluates evidence and arrests offenders, and prepares cases for giving testimony and testifying in court proceedings.
4. Initiates and conducts follow up on investigations for felony and misdemeanor criminal investigations such as criminal sexual conduct, child abuse, missing persons, home invasions, financial crimes, murder, abuse, and stolen vehicles.
5. Review case reports to determine a plan of action and the coordination of other agencies or departments, contact victims, witnesses, and suspects by phone or in person, record criminal reports and written paperwork for the Prosecutor's Office, implementing search warrants and arresting individuals, complete booking intake paperwork, and logging evidence.

6. Respond to critical incidents in which hostage negotiations are needed. These incidents can include suicidal subjects, barricaded individuals and a direct assistance for SWAT team on all call out incidents.
7. Collect evidence from various types of incidents by determining which items to collect, preserve the item for collection, take photographs, collect DNA, collect latent prints through dusting, search the area which may contain evidence, transport evidence, read and record lab results, and record reports.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in various indoor and outdoor settings where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must have the ability to take and pass the agency annual physical fitness test as outlined by MCOLES; ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

## **Travel**

Travel is required throughout the County.

## **Required Education and Experience**

1. Associates Degree in Criminal Justice or related field.

2. Michigan Commission on Law Enforcement Standards (MCOLES) Certified.
3. Three (3) years of road patrol experience in law enforcement.
4. Valid Michigan Driver's License.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_