

JOB DESCRIPTION TELLER COUNTY

Job Title: Detective

Classification: Non-Exempt

Department: Sheriff

Salary Range: 28

Reports To: Administrative Sergeant

Job Status: Full-time

SUMMARY OF JOB RESPONSIBILITIES:

The Detective performs a variety of responsible and complex technical criminal investigative duties required to assist uniformed patrol deputies, and collect facts and determine circumstances relative to the clearing, prosecuting and closing of criminal cases occurring within the County.

FUNCTIONS/TASKS: *(All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it.)*

ESSENTIAL FUNCTIONS:

- (1) Assist uniformed patrol deputies with follow-up investigations in all categories of crime including misdemeanors and felony crimes; develop leads and analyze facts and data necessary for the development of probable cause and the solution of assigned cases; collect, analyze and preserve physical crime scene evidence; send evidence to lab for analysis; photograph and compile measurements at crime scenes when necessary.
- (2) Interview, obtain and prepare written statements from victims, witnesses and suspects; write detailed reports and accurately complete other documents and forms; write and obtain search and/or arrest warrants; obtain court orders for investigative purposes.
- (3) Prepare cases and case files for Department records, prosecutors and evidence in trials.
- (4) Testify in court of law relative to case facts.
- (5) Educate citizens and local businesses on crime prevention techniques; keep local citizens and business owners informed of fraudulent scams, monies and persons in order to prevent them from becoming victims of crime.
- (6) Lead deputies at crime scenes and perform duties of Deputy Sheriff, when needed and as assigned.
- (7) Recommend training needs and perform training of Department personnel.

OTHER FUNCTION/TASKS:

- (1) Perform similar duties as assigned.

MINIMUM REQUIREMENTS: *(The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions/ tasks of the position.)*

(1) **Skills/Knowledge:**

Knowledge of departmental policies, rules, instructions, laws, regulations and police literature, together with an aptitude for law enforcement work.

Knowledge of accepted principles and practices regarding search and seizure.

Ability to analyze situations, define problems, collect data, adopt a quick, effective and reasonable course of action and draw valid conclusions.

Ability to present information clearly and accurately both in writing and verbally.
Keen observation and ability to remember names, faces and details; familiarizes self with the County and persons living in the area.

Detective (continued)

Skills/Knowledge (cont.):

Ability to lead others.
Ability to understand and follow verbal and written directions.
Ability to exercise restraint and use only reasonable and necessary force.
Ability to perform the duties of a Deputy Sheriff.
Ability to qualify in the use of firearms on the firing range.
Ability to establish and maintain effective working relationships with other officers, witnesses, supervisor and the public.
Ability to multi-task and prioritize numerous cases and/or tasks at the same time.

- (2) Experience/Education: High School diploma or GED, plus a minimum of two (2) years of experience as a police officer or deputy sheriff. Completion of some college level course work in criminal justice or related fields is desirable.
- (3) Visual Acuity/Hearing/Speaking: Ability to talk and hear in person, by telephone and two -way radio, and to use Teletype and facsimile; ability to see and read instructions, computer screens, fill out reports, observe crime scenes and conduct investigations.
- (4) Physical Effort/Dexterity: Ability to perform moderate physical work and to lift and carry 25 pounds; able to move a person and restrain an arrestee; able to use weapons, office equipment and computer and to operate a vehicle; ability to ride, reach, grasp, crawl, climb, kneel, pick, pinch, stand, walk, sit, bend, push and perform a variety of similar body movements.
- (5) Environmental Factors: Work is most often performed in an office setting, although there is occasional exposure to inclement weather and personal danger.
- (6) Work Schedule/Characteristics: One hundred sixty (160) hours in a 28 day cycle, subject to afterhours callback.
- (7) Special Requirements: Colorado POST certification; Possession of a valid driver's license;

Revised 12/19/18

My signature below acknowledges that I have read and understand my job description and the requirements specified within.

Signature

Date

Print Name