**City of Waupun**

**Position Description**

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| **JOB TITLE** | Detective |
| **REPORTS TO** | Lieutenant of Investigations |
| **DEPARTMENT** | Police |
| **TYPE** | Represented |
| **FLSA (overtime status)** | Non-Exempt |

**GENERAL PURPOSE:**

The Waupun Police Department Detective is a sworn position assigned to a flex schedule. The flex schedule allows the Detective to work hours as necessary to accommodate investigations and assignments. The Detective is a representative of the city of Waupun and the State of Wisconsin. As such, the Detective is governed by not only legal, but moral standards of the highest nature. His/her philosophy must be one of dedication to the public service, setting aside their own personal interest for the common good. The detective position is under the direct supervision of the Lieutenant of Investigations.

The primary duties of the Detective are the investigation of criminal offenses and follow up of serious complaints taken by other officers. At crime scenes and during investigations, the Detective is to work with, consult with and follow direction from the Lieutenant of Investigations, and other department members are expected to cooperate with him/her to provide for the best possible resolution of the incident.

The Detective position is a 4-year position that will expire after the completion of 4 years of service. A partial year of service will not count towards the 4-year service expiration. The Officer who held this position may reapply for Detective position if interested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

* Investigate all complaints relating to criminal offenses, including those received by the Police Department, or referred by a supervisor.
* Make all necessary arrests that are warranted as a result of investigations, and prepare cases and present professional testimony in all courts.
* Plan and organize investigations independently.
* Provide specialized technical skills at the scene of any major crime or incident.
* Respond to major crime scenes, on or off duty, and shall be responsible for the management of the crime scene, including processing of evidence, interviewing of witnesses and suspects, and overall coordination of apprehensive efforts.
* Collect, properly mark and secure evidence of crime scenes to assure the preservation of the chain of custody of evidence.
* Effectively interview and interrogate suspects of and/or witnesses to a crime.
* Effectively maintain all records required, and prepare detailed reports completely, promptly and in a form that can be easily understood.
* Cultivate positive and professional working relationships both internally and externally.
* Have considerable knowledge of modern police principles, investigation and interview techniques, and attend specialized training required by the department to stay abreast of investigative trends and innovations.
* Have the ability to evaluate programs and the needs of the police function related to investigations.

**QUALIFICATIONS:**

* Associate Degree in Criminal Justice or equivalent training and experience. Sixty college credits must be obtained prior to hire, and candidates must possess WI Law Enforcement Certification or must obtain certification within twelve months of hire.
* Advanced Specialized training in police investigation, crime detection, interviews and other areas related to police investigations.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

* Must be physically able to perform the duties required of the position of police officer, including, but not limited to:
* Use of equipment and weapons commonly used by Law Enforcement Officers
* Running for both short and extended distance.
* Ability to perform Use of Force Tactics, commonly referred to as DAAT.
* Ability to bend, stoop, crouch, lift and carry in order to perform and render First Aid to injured personnel and to assist ambulance personnel in the administration of First Aid.
* Must have the needed strength and stamina to perform the duties of a police officer.
* Must possess or be able to acquire a valid driver’s license.
* Must demonstrate a commitment to personal, professional, and educational development of himself/herself.
* Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations;
* Ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions
* Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public.
* Comprehensive knowledge of modern criminal investigations.
* Ability to work in high stress situations and maintain a professional calm demeanor.
* Knowledge of Department rules, regulations, and procedures.
* Knowledge of local, state and federal laws, regulations and codes relating to law enforcement.
* Thorough understanding of technology and systems related to law enforcement.
* Ability to lead others who may being assisting with an investigation.
* Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.
* Professional maturity, self-confidence, and strength of conviction to provide leadership.

* Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
* Ability to work with appropriate local, regional, state and federal jurisdictions and agencies as well as the private sector in a constructive and cooperative manner.
* Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
* Excellent communication, interpersonal, and team building skills.
* Working knowledge of courtroom procedures.
* Ability to complete and maintain accurate police reports.
* Ability to maintain confidentiality.
* Ability to make oral presentations to groups of various sizes and compositions.

**TOOLS AND EQUIPMENT USED:**

Required to use and maintain certifications with equipment that Police Officers would use, such as: firearms, a baton, pepper spray, motor vehicles, two way and squad radio, personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment may vary from quiet to moderately loud. The work may be indoors and outdoors; exposed to weather conditions typical of Wisconsin. Position requires the ability to perform in dangerous situations under high levels of stress.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.**