

Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date: ~~6/2016~~ 12/2013

POSITION IDENTIFICATION

Position Title: Detective
Division: Police
Status: Full Time Non Exempt
Normal Workweek: 5-2/5-3 rotation (5 days on, 2 days off, 5 days on, 3 days off)

SUPERVISORY RELATIONSHIPS

Reports to: Captain of Investigations
Directly Supervises: None

POSITION PURPOSE

The Detective is assigned to the Detective Bureau and performs specialized investigations of criminal offenses, both regular and complex. and prepares reports regarding these investigations. The investigator is in charge of crime scenes and **supervises** **directs** personnel as needed at the crime scene. The investigator also follows up on criminal investigations and assists the District Attorney's Office in the prosecution of criminal offenses.

ESSENTIAL DUTIES

- Collects evidence on suspected crimes, often in conjunction with the State Crime Lab, FBI, and other law enforcement officials;
- Decides what violations of law have taken place and determines if the violation is civil or criminal, proceeds to determine the course of the investigation;
- Exercise considerable judgment in working on specific cases;
- Prepares detailed written reports of investigation;
- Reviews progress of investigations with the **Detective Lieutenant** **Captain of Investigations** or Detective Sergeant and City Attorney or District Attorney;
- Obtains detailed written statements from complainants, victims, witnesses or criminals;
- Appears in court to present evidence and testify against persons accused of crimes;
- May be required to sit with and assist the District Attorney in court proceedings;
- Advise citizens on proper contact to pursue criminal and civil complaints;
- Assists county law enforcement agencies with criminal investigations;
- Collects photographs of various crime scenes, accidents or evidence; Arranges for fingerprints and photographs needed by other law enforcement agencies;
- Fingerprints and photographs applicants for employment in the police and fire department, cab licenses, entertainers, direct sellers and bartenders;
- Obtains and executes search and arrest warrants; Interrogates, photographs, and fingerprints suspects;
- Participates in the public relations program to inform the public of activities and programs of the police department; Works cooperatively with the District Attorney in criminal prosecution;

- Testifies in criminal, municipal, civil and juvenile court; Counsels parents of juveniles who seek advise to determine the most appropriate course of action for the welfare of the juvenile;
- Dictates investigation reports;
- Attends specialized schools, training programs and meetings; Makes public presentations before civic and school groups; Assists in locating witnesses; Assists in Metro drug investigation;
- May be required to work cases in an undercover capacity;
- Works closely with local businesses in the investigation of internal theft complaints;

OTHER DUTIES

Other duties as may be assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** Associate Degree in Police Science or relevant Bachelor’s Degree from accredited university or college, or 60 semester hours undergraduate credits from accredited university or college in Law Enforcement or related field, or an equal amount of Law Enforcement experience (i.e. sworn in prior to February 1, 1993).
- Experience:** Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board. Must possess considerable experience in the investigation and detection of crime.
- Certifications/Licenses:** Certification from Wisconsin Law Enforcement Standards Board; A valid Wisconsin driver’s license.
- Other Requirements:** Ability to analyze complex investigative problems and situations and to adopt quick, effective and reasonable courses of action. Good physical condition and basic computer knowledge.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City Ordinances, training bulletins, Supreme Court decisions and other related materials concerning investigative skills and overall police functions; the ability to add, subtract, multiply, divide, and calculate percentages; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs; ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein 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.

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to use both hands to handle, grasp, touch; reach with hands and arms;

Physical Effort: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee may often be required to climb or balance, stoop, kneel or crouch. The employee is regularly required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception and the ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator and weapons commonly used by Law Enforcement Officers. Ability to perform use-of-force methods commonly called Defense and Arrest Tactics.

Working Conditions: While performing the duties of this job, the employee is regularly exposed to an indoor environment common to municipal buildings, indoor shooting range, outdoor shooting range, cold and warm climates.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.