



# JOB DESCRIPTION

<b>Title</b>	<b>Detective – Special Assignment</b>	<b>Created</b>	Jan. 2014
<b>Department</b>	Sheriff's Office	<b>Revised</b>	April 2020
<b>Job Class</b>	5% special duty pay (DS 4)	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	Clatsop County Law Enforcement Assoc	<b>FLSA</b>	Non-exempt

## **Purpose**

Conduct investigations of misdemeanor and felony crimes. Collect and analyze information, write affidavits, execute search warrants, and make arrests. Identify and preserve evidence and interview/interrogate witnesses and suspects. Coordinate efforts with various other law enforcement agencies and participate on inter-jurisdictional teams. Accumulate all pertinent data as a basis for subsequent recommendations to the Sheriff and/or District Attorney's Office for the taking of proper actions or as a basis for referral to other authorities having jurisdiction.

## **Essential Functions**

- Conduct investigations of misdemeanor and felony cases. Collect information through a variety of means, e.g. interviews, searches, etc. May operate various electronic equipment used during investigations.
- Prepare affidavits for search warrant executions. Plan raids to ensure safety of officer and suspect(s). Manage and preserve crime scene, working with other agencies during the search warrant execution and seizing of evidence at scene. Ensure proper chain of custody and deliver evidence to crime lab.
- Provide assistance and back-up with affidavits and execution of search warrants to other law enforcement personnel from within and outside the jurisdiction.
- Prepare clear and complete reports on activities and investigations used in the prosecution of cases.
- Serve on the Major Crime Unit.
- May perform other special investigative assignments within the Sheriff's Department.
- Maintain department-issued equipment. Maintain proficiency by attending training meetings, reading materials and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Assist in supervising personnel at major crime scenes.
- Follows all safety rules and procedures for work areas.

## **Mandatory Qualifications**

Thorough knowledge of pertinent laws, rules and regulations regarding criminal investigations, proper enforcement procedures, use of law enforcement equipment; and record keeping methods. Knowledge of general intergovernmental/interagency relationships; first aid and operation of motorized vehicles. Equivalent to high school plus



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additional specialized training in investigations and possession of DPSST Basic certificate, and four years of law enforcement experience including some investigative experience, or any other satisfactory combination of training and experience which demonstrates the knowledge, skills and ability to perform the above duties.

### ***Desired Qualifications***

College-level training in law enforcement field. Knowledge of county area. Possession of higher rated DPSST certificates. Bilingual English/Spanish.

### ***Physical Demands***

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools and controls. The position requires mobility in diverse terrain and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis, however may be required to move and physically control adults on a less infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, electronic equipment, etc. Employee may be required to deal with violent and combative individuals requiring considerable physical effort.

### ***Working Conditions***

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/ alcohol, mentally ill, or who have communicable diseases. Incumbent operates vehicles and may be required to sit/stand for extended periods while performing various duties. Employee is subject to 24-hour emergency call-back and must be available at all times of the day, including weekends and holidays.

### ***Supervisory Responsibility***

Supervision is not a typical function assigned to this position; however, may provide training and orientation to newly assigned personnel on department policies and practices. May exercise limited supervision for crime scene when no supervisory personnel are present.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.