

LINCOLN COUNTY
Job Description

Position Title:	Detective
Department:	Sheriff's Office
Reports To:	Detective Supervisor (Sergeant) or Special Services Administrator (Lieutenant)
Supervises:	N/A
Oversees:	Uniformed Patrol and Reserve Officers assigned to criminal investigations
FLSA Status:	Non-exempt
Last Revised/Approved:	July 2019

POSITION SUMMARY:

The Detective ensures quality handling of crimes committed in Lincoln County by conducting investigations resulting from such activities as arrests, recovering stolen property, referrals, as well as providing closure for victims of crimes and/or their families; investigates a variety of major crimes and complex, in-depth cases as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensures quality investigations of felony or misdemeanor crimes resulting from arrests, recovering stolen property, and referrals by procuring evidence, arrest of suspects, and recovery of stolen property.
2. Performs special investigations, including financial and blue collar crimes, coordinates and supervises multiple department investigations.
3. Works closely with federal, state and local law enforcement and prosecutorial agencies.
4. Assists County with quality investigations handling such cases as unnatural, violent, suspicious, accidental, and unattended deaths or other cases as assigned.
5. Documents crime scene evidence by taking and processing photographs; functions as crime scene supervisor as situation dictates.
6. Builds and solves cases by searching crime scene, securing, classifying, and preserving evidence.
7. Obtains evidence for cases by conducting interrogations of suspects and prisoners, and transcribes statements and confession(s).
8. Conducts Child Abuse investigations as assigned and coordinates such investigations with DHHS and the District Attorney's Office.
9. Works on obtaining evidence by preparing affidavits for search and arrest warrants.
10. Documents cases by preparing details and accurate incident and prosecution reports.
11. Assists the Courts and District Attorney's Office by testifying in court proceedings and administrative hearings.
12. Adheres to all County and Departmental Rules, Regulations and Policies and maintains knowledge of Lincoln County Standard Operating Procedures, Policy and Procedures Manual, and Personnel Policy Manual.
13. Performs internal investigation(s) as assigned.
14. Coordinates and supervises surveillance operations; works with other detectives by conducting surveillance and undercover work.

15. Ensures quality cases by preparing all evidence to be presented to the Courts and District Attorney.
 16. Maintains security of evidence storage area and log.
 17. Conducts hostage negotiations and performs other duties in emergency tactical situations.
 18. Maintains professional and technical knowledge by studying applicable federal and state laws and local ordinances; attends education workshops; reviews professional publications; practices skills; participates in professional societies.
 19. Renders assistance to other law enforcement agencies, when necessary.
 20. Utilizes all department specialized equipment properly and safely.
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Fulfills job functions by participating as an active member in training and participates on County task forces.
 2. Performs other related duties and responsibilities as assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of the County.
 2. Work as a member of a team in the performance of duties.
 3. Be punctual for scheduled work and use time appropriately.
 4. Work in harmonious relationships with all county staff and community.
 5. Perform duties in a conscientious, cooperative manner.
 6. Perform required amount of work in a timely fashion with a minimum of errors.
 7. Be neat and maintain a professional appearance.
 8. Possess a valid Maine Driver's license.
 9. Understand and work within Lincoln County Government and Sheriff's Office Policies and Procedures.
 10. Work collaboratively as a member of a team with various groups of staff depending on the issue addressed.
 11. Accept shared responsibility with other team members to successfully accomplish the goal of each team of which he or she is a member.
 12. Assure quality in work performed in order to facilitate the delivery of quality services.
 13. Maintain confidence and protect the County by keeping information concerning clients and County operations confidential.
 14. Participates in and successfully completes firearms qualifications as required.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, stand, walk, talk and hear. The employee is occasionally required to run, use hands to operate a standard keyboard, use a computer, mouse, printer, copier, fax, telephone, radio, 35mm and digital camera, portable radio, tape recorder, video recorder, cell phone, pager, handcuffs, shackles and other restraint devices, impact weapon, flash lights, spike mat, first aid kit, finger printing equipment and other forensic investigation tools, Tasers, chemical agents, firearm(s), and to wear a bullet resistant vest.

The employee must occasionally lift and/or move up to 50 pounds and must be able to control an unruly person. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus. The employee is required to operate a motor vehicle.

Any officer acting as Detective shall, upon request, have a statement from a physician that s/he has had a physical within the last 30 days stating that s/he is in good health and has the physical ability to handle the job's related stress and danger.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. Approximately 50-60 percent of the work time may be spent outdoors in all seasons. The employee is required to be on-call and to be able to work a non-standard work schedule with long and/or irregular hours. Assures around the clock coverage by participating in night, weekend, flexible work schedules, and on-call status.

The employee in this position may encounter a wide variety of working conditions during the course of an investigation. Some of the conditions may cause some discomfort. Potential stress caused by frequent child abuse investigations and the usual hazards of law enforcement is inherent for this position.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 2-3 years of experience in police or other similar law enforcement capacity; experience with the Patrol Division of the Lincoln County Sheriff's Office desirable.
- No criminal record.
- Meets or exceeds the requirements for a LCSO Patrol Deputy.
- Excellent oral and written communications skills; Above average report writing skills.
- Ability to deal effectively with all types of persons.

Education Requirements: The following education requirements are considered essential:

- High School Diploma or equivalent required.
- Associates or Bachelor's Degree in Criminal Justice or related field and/or investigative experience preferred.
- Valid and active certification as a Law Enforcement Officer.
- Successful completion of the Basic Law Enforcement Course from the Maine Criminal Justice Academy or have obtained waiver from MCJA.
- Familiarity with U.S. Constitutional Law regarding Search and Seizures, Maine Criminal Statues.
- Working knowledge of computers and automated systems including Department software.
- Must possess a valid vehicle operator's license.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date