

## DETECTIVE

### FUNCTION OF THE JOB

Under supervision, to perform work conducting investigations of crimes and complaints and the apprehension of suspects, to perform crime prevention work in the community, and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Receives complaints from citizens and investigates by interviewing victims, witnesses and suspects and by collecting and preserving evidence.
2. Analyzes incident reports, records and government agency files as needed to determine course of investigative work.
3. Surveils areas with a high crime rate, takes corrective action as necessary and refers problems to the proper agency.
4. Prepares and executes search warrants and court papers, including subpoenas and summons.
5. Provides information to lab personnel (Computer Forensic Lab and/or Wisconsin Crime Lab) concerning the source of an item of evidence and tests to be performed.
6. Takes evidentiary photographs.
7. Checks on socioeconomic and environmental conditions, patrols areas with a high crime rate, and takes corrective action as necessary or refers problems to the proper agency.
8. Responds to emergency situations and/or major incidents all hours of the day as determined by supervision.
9. Interviews delinquent, dependent and neglected children, status offenders, and all other offenders who come into contact with a law enforcement agency; obtains information in order to make arrests or refer juveniles to human services.
10. Prepares cases for court, Human Services department, District Attorney's Office and other agencies by gathering information and identifying evidence.
11. Testifies in court concerning the results of investigations.
12. Confers with parents, school authorities, courts and human services agencies on youth or adult problems and makes recommendations for corrective action.
13. Interviews and takes statements from suspects and witnesses; obtains evidence from suspects.
14. Makes presentations on law enforcement activities including crime prevention, safety measures and career opportunities to service clubs, schools and human services.
15. Establishes and maintains effective working relationships with supervisors, other employees, federal, state and local law enforcement agencies, the District Attorney's Office, court and other government officials, juveniles, parents, teachers and the general public.
16. Keeps records and prepares reports.
17. Assumes responsibility for one or more specialized areas including polygraph operator, identification, sensitive crimes, personal crimes, property crimes, welfare fraud and warrants.
18. Ensures truthfulness at all times and provides credible testimony.
19. Maintains a level of fitness to pass the Department's annual Physical Ability Test (PAT) which simulates important physical abilities necessary to perform the duties of the position (applicable to individuals hired on or after January 1, 2008).
20. Performs other duties as required.

## QUALIFICATIONS

### Essential Knowledge and Abilities

1. Considerable knowledge of the modern law enforcement principles and practices used in juvenile control, criminal and drug abuse detection, investigative techniques and evidence gathering and preserving.
2. Working knowledge of federal, state and local statutes, laws, ordinances, codes, rules and regulations, and the policies and procedures of Waukesha County and the Sheriff's Department.
3. Working knowledge of court procedures and operations, probation practices and child protection programs.
4. Working knowledge of the symptoms and effects of drug use and the locations of local drug control and treatment centers.
5. Working knowledge of human behavior and social problems.
6. Working knowledge of occupational hazards and safe work practices.
7. Ability to provide protection, understanding and assistance to persons in difficulty.
8. Ability to gather evidence and take statements.
9. Ability to write clear, accurate and concise reports.
10. Ability to use critical thinking and deductive reasoning skills, and apply general rules to specific problems to produce appropriate responses.
11. Ability to respond at any time of day to emergency situations and/or major incidents, as determined by supervision.
12. Ability to quickly and accurately observe and analyze people and actions.
13. Ability to use active listening skills.
14. Ability to communicate effectively with supervisors, peers or subordinates by telephone, in written form, email or in person.
15. Ability to organize, plan and prioritize work.
16. Ability to work in a team environment.
17. Ability to identify all latent prints and classify and compare with fingerprint and dangerous drugs.
18. Ability to identify, collect and test evidence for narcotics using available equipment.
19. Ability to establish and maintain effective working relationships with supervisors, other employees, federal, state and local law enforcement agencies, the District Attorney's office, court and other government officials, juveniles, parents, teachers and the general public.
20. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

### Training and Experience

1. High School Diploma or GED.
2. Sixty (60) credits of post high school education (associate degree level or higher) from an accredited university, college or technical school preferably in criminal justice, police science, business or public administration, or the social sciences.
3. Two (2) years of law enforcement experience.
4. Valid driver's license.