

LINN COUNTY CLASSIFICATION

TITLE: CAPTAIN - DETECTIVE DIVISION

NUMBER: 698c

PAY RANGE: 22 (SO)

CATEGORY: MANAGEMENT/EXEMPT (SO)
2005

APPROVAL ORDER

NUMBER: 2005-339

DATE: June 28,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible supervisory and administrative work in planning and coordination of criminal investigation and crime prevention units. Conducts criminal investigations and hostage negotiations. Serves as a liaison between the Sheriff's Office and District Attorney's Office. Conducts training in criminal investigation practices and techniques.

SUPERVISION RECEIVED: Works under the direction of the Undersheriff and Sheriff who define responsibilities and policies. Work is regularly reviewed for adherence to established policies and effectiveness. Independent judgement is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: Exercises supervision over the Detective Division. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. May act as the office mediator between bargaining unit and management to reconcile labor disputes. Assigns work, provides advice and counsel, interprets policies, and regularly evaluates work for completeness.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, coordinate and assign work to subordinate officers in criminal investigation units. Maintain close contact with Detective First Sergeant and Detectives during the progress of investigations to review work and offer advice.
2. Review completed investigative reports prepared by Detective First Sergeant, Detectives and Deputies prior to submission of case to District Attorney. As necessary, resubmit case to Detective or Deputy for additional investigation.
3. Conduct major criminal investigations of the most complex nature; conduct hostage negotiations.
4. Serve as liaison between the Sheriff's Office and the District Attorney's Office. Consult with District Attorney on investigations, receive requests for investigations and assign them to Detectives or Patrol Division Captain for follow-up. Supervise or monitor all death investigations conducted within Linn County under the auspices of the District Attorney.
5. Conduct interdepartmental investigations at the request of the Sheriff.

6. Study and research law enforcement and criminal investigations issues, new laws and recent Court rulings which affect the Sheriff's Office operations, and develop new investigative regulations and procedures as necessary. Inform and instruct subordinates in new procedures and Court rulings.
7. Supervise and assign Deputy Medical Examiners; personally conduct some investigations.
8. Assist Undersheriff in the selection of Detective personnel; recommend disciplinary action.
9. Assist in developing annual budget for Detective Division.
10. Confer with citizens concerning complaints, problems, requests and suggestions and direct subordinate personnel to take appropriate action.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of criminal investigation techniques and practices. Thorough knowledge of the rules of evidence, arrest for probable cause and similar laws and statutes relating to the judicial system. Thorough knowledge of crime prevention practices and techniques. Thorough knowledge of applicable Federal, State and Local laws and ordinances. Thorough knowledge and skill in the use of law enforcement equipment, including firearms, vehicles, radios, intoxilyzer, photographic equipment, identification kits and latent fingerprint removal and analysis techniques. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to law enforcement programs.

Skill in the efficient and safe use of firearms, intoxilyzers, crime investigation kits and motor vehicles.

Ability to instruct others in the proper use of photographic and fingerprinting processes. Ability to plan, assign, supervise and review the work of subordinates. Ability to perform the duties of a Detective independently and without supervision. Ability to comprehend and interpret laws, rules, regulations, Court ruling and other pertinent information and apply it to Department and Division rules and regulations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or

possession of the equivalent GED Certificate. Six years of progressively responsible law enforcement experience with at least four years in the area of criminal investigation, two years in crime prevention and three years experience in supervision. Graduation from a two-year college with major course work in law enforcement and criminal investigations. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate at the time of appointment. Possession of a Supervisory Certificate within one year and possession of a Management Certificate within two years of appointment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.), talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.