



GRAND TRAVERSE COUNTY, MI SERGEANT: DETECTIVE JOB DESCRIPTION

Title:	Sergeant: Detective
GENERAL SUMMARY Primary functions of the job are to supervise, schedule, and train detectives; manage the crime lab; review and complete paperwork and reports; ensure crime scene integrity; and, act as a liaison with public and other departments. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations. This position may require irregular hours. May be required to work on-call in an emergency.	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) <ul style="list-style-type: none">• Acts as first line supervisor for designated detective staff, including training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with Sheriff's Office objectives.• Reviews and approves all daily reports, incident reports and overall activity of unit/shift.• Conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of activities; interviews complainants, witnesses, suspects, and others who may have knowledge of a crime; observes and inspects crime scenes; collects and preserves physical evidence; makes initial determinations of investigative actions; marks, packages, and preserves evidence collected; and prepares written reports for review by the District Attorney; and/or, performing other related activities.• Manages the County crime lab, ensuring appropriate levels of supplies and inventory in order to ensure efficient and effective operations.• Investigates liquor license reports to ensure compliance with applicable laws; meets with applicants and/or company representatives; performs site visits of facilities; and prepares reports detailing investigative findings and recommendations.• Performs law enforcement associated with traffic laws and crimes against persons and property, arresting individuals suspected of criminal activity.• Remains available during on-duty hours to assist staff, if needed.• Checks results of all complaints and supplemental investigations conducted during the shift.• Responds to the scene of all serious accidents, crimes of violence, or crimes of a serious nature.• Serves as Appeals Officer for the Inmate Disciplinary and Classification Procedures.• Assists other shift members in the investigation of complaints, traffic policing, and calls for service as necessary.• Maintains open communication with fellow officers and supervisors, and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.• Performs special duties/assignments as directed by Administrative Command Staff.	



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EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate's Degree in law enforcement, criminal justice, corrections, or related field
- Two to four years directly related experience
- Additional related experience may substitute for the college requirement if there is demonstrated knowledge, ability, and skills to perform the work

CERTIFICATIONS, LICENSES (minimum requirements)

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.
- Certified as a Police Officer in MI (MCOLES)
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CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities, and able to pursue, apprehend, restrain, and control potential suspects/inmates
- May be required to successfully pass a physical readiness test yearly, per contract requirements
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision in regard to both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- Required to serve in an "on-call" capacity

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Detective classification, has supervisory responsibilities. Compared to the Lieutenant classification, primary duties are not administrative in nature.



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PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of investigative techniques;
- Knowledge of applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to understand managerial policies and prioritize the needs of the unit
- Ability to analyze suspect and witness statements;
- Ability to process crime scenes;
- Ability to interrogate suspects and arrested persons to obtain confessions;
- Ability to interview witnesses to verify criminal complaints;
- Skilled in reviewing and analyzing criminal cases to determine appropriate course of investigation;
- Ability to prepare formal written reports
- Ability to assess emergency incidents
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to subdue and restrain individuals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries



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- Ability to use County resources effectively and efficiently