



Grand Traverse County, MI Job Description

Detective

GENERAL SUMMARY

Primary functions of the job are to investigate crimes, conduct interviews and interrogations, collect evidence, prepare reports, and testify in court. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform 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)

- 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.
- Performs statement analysis, which involves examining statements written by suspects and witnesses to identify and expose deception, determine classification of offense, and ensure elements of the crime charged are outlined in statements.
- Prepares and reviews offense and incident reports, ensuring accuracy and completeness of information; submits reports to appropriate agency and/or Officer.
- Performs forensic examinations; identifies violent and criminal tendencies of individuals; identifies personalities and mental health disorders.
- Performs law enforcement associated with traffic laws and crimes against persons and property, arresting individuals suspected of criminal activity.
- Testifies in court to provide facts of case and expert testimony.
- 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.



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EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate degree in law enforcement, criminal justice, corrections, or related field
- Two to four years of Michigan law enforcement/corrections experience

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)
- CPR Certified

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- 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 regarding 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 Deputy, Patrol classification, work involves investigations and does not include road patrol duties. Compared to the Sergeant, Detective classification, this job does not have supervisory responsibilities.

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.
- 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
- Ability to use County resources effectively and efficiently