



CLASSIFICATION NO. 105
Revised: 4/82, 5/15
FLSA: Non-Exempt
EEO: 4

DETECTIVE

CLASS CHARACTERISTICS

Under direction, to perform skilled criminal investigative activities; to interrogate/question suspects, witnesses to gather information; to perform undercover operations; to complete reports; to testify in court; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

Detective is a specialized classification responsible for performing complex and difficult criminal investigative work including identifying and preserving crime scene evidence. Incumbents may be assigned to a specific unit (person crimes, property crimes, child abuse, etc.) or work a general assignment at the direction of management. The Investigations Division is responsible for the investigation and follow-up of criminal cases. Activities involve the application of special knowledge and techniques in the processing, follow-up and investigation of alleged crimes. Specific work assignments may involve undercover operations, operating technical investigative equipment and interpreting complex data and developing logical conclusions. Incumbents are expected to perform interrogations, investigations, report preparation, testifying in court and other operations in a relatively independent manner with limited supervision received from superiors as required. Incumbents also support Deputy District Attorney's by supplying information and assisting with case preparation on criminal matters.

The Detective differs from the Deputy Sheriff who performs general investigative work in addition to law enforcement and community protection. It also differs from Sergeant who provides lead work supervision for a team of law enforcement professionals.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Receives and reviews reports of possible serious criminal activities and acts including alleged fraud, extortion, theft, robbery, homicide and other criminal activities; investigates complaints to determine whether a crime has been committed; secures evidence for arrest and prosecution of suspect; advises concerning the sufficiency of evidence for holding suspects.
2. Interviews suspects, victims, complainants, witnesses and informants; conducts surveillance of suspects and potential crime areas by tracking suspect movement, initiating and

maintaining informant contact, and other techniques; traces and locates persons charged with the commission of a crime; detects, gathers and preserves evidence from various sources; makes arrests.

3. Assists prosecuting officers or attorneys in the preparation of cases and in the presentation of evidence; keeps records and makes reports of investigations.
4. Conducts investigations to control, detect and eliminate criminal cases as assigned; gathers evidence and makes arrests in cases of vice operation; assists Patrol Division on major case investigations such as homicide, robbery, sexual assault and identity theft; works with other agencies on cases that involve several jurisdictions or investigative disciplines; identifies crime trends and uses proactive measures to target career criminals involved in theft, burglary, drug dealing, and other criminal activities.
5. Serves warrants of arrest; prepares affidavits and search warrants; executes search warrants; prepares court returns; testifies in Grand Jury and other court proceedings at the local, state and federal level.
6. Tracks and locates suspicious, unusual and missing persons; accesses and reviews local and public databases, bank, and telephone records; interviews associates of missing persons.
7. May be assigned internal investigations involving enforcement personnel. This requires application of civil employment rules and regulations while working under the guidance and direction of the Professional Standards Unit.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Criminal investigation principles, techniques and practices; laws of evidence, arrest for probable cause, search and seizure, use of force, and similar laws and statutes; techniques of interrogation and identification and preservation of physical evidence; methods and use of scientific investigative equipment; use of witnesses; criminal report preparation; criminal justice system and related judicial procedures applicable to criminal law, including courtroom testimony.

Working knowledge of: First aid and CPR; correct spelling, grammar and punctuation.

Skill to: Review information related to a criminal incident, identify the key elements and develop a strong case if possible or clear unfounded cases for prosecution; testify truthfully, clearly, thoroughly and credibly in court; plan and organize work independently, communicate effectively, both orally and in writing with a wide range of individuals; analyze situations quickly and objectively and determine the proper course of action to be taken; obtain information through interview and interrogation; prepare clear, concise, complete, and accurate law enforcement reports; understand and follow oral and written orders including County and Sheriff's Office policies and procedures; properly use police equipment and techniques including firearms and restraining devices; establish and maintain cooperative working relationships with the public, co-workers, and a variety of other criminal justice officials and personnel; use computer to enter data, write narratives and reports, and conduct research; ability to maintain strict confidences and disclose information on a need to know basis.

WORKING CONDITIONS

The Sheriff's Office is a 24 hours per day, 7 days per week operation requiring availability to work any and all shifts. Duties are performed in a variety of settings including office, outdoor environments and in a vehicle and frequently in hostile, stressful, and threatening environments.

Incumbents may be required to be available for call back or call out to respond to crime scenes that occur outside normal work hours/days.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Certified as a Basic Police Officer by the Oregon Department of Public Safety Standards and Training (DPSST).

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

OTHER INFORMATION

Promotional opportunity within the Sheriff's Department. Minimum standards in order to be eligible to compete in the recruitment process are: Five years of experience as a Sworn Law Enforcement Officer of which two years are with the Clackamas County Sheriff's Office as a Deputy Sheriff or Recruit and/or Evidence Technician. The two most recent performance evaluations must document performance that meets Sheriff's Office minimum acceptable standards.

Edited: 11/19