Stoughton Wisconsin

POLICE DEPARTMENT

Detective Sergeant

REPORTS TO: Lieutenant / Chief of Police **PAY GRADE:** **FLSA**: **N**

SUMMARY OF POSITION

The purpose of this position is to direct and conduct investigations into criminal activities for Stoughton Police Department. This position will also directly supervise detectives, school resource officers and civilian positions.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Plans investigations, directs investigatory activities and evaluates investigators' work.
- Conduct initial and follow-up investigations of suspected criminal activities. Interviews witnesses, victims, and suspects. Compiles and reviews data and evidence. Prepares reports for criminal complaints, search warrants, and subpoenas. Conducts surveillance and executes search warrants. Reviews reports.
- Coordinates Victim Services.
- Testifies in court as summoned.
- Develops and executes trainings.
- Performs all duties of a first-line supervisor.
- Receives and investigates complaints against officers, detectives, and staff.
- Implements discipline.
- Reviews policy and maintains knowledge of current policies.
- Maintains the abilities necessary to perform the work of a sworn law enforcement officer.
- Reviews reports and incidents.

- Evaluates cases and workloads and assigns work as needed.
- Prepares case evidence and documents for court proceedings. Consults with District Attorney personnel in preparation for legal proceedings and case disposition.
- Performs patrol tasks. Responds to emergencies, complaints and accidents as needed. Assists motorists. Monitors traffic and pedestrians. Provides first aid. Arrests suspects.
- Participates in Department briefings. Provides technical assistance to officers.
- Acts as Department spokesperson as required.
- Participates in on-going professional development and training.
- Assists other law enforcement agencies as needed and appropriate.
- Receives, maintains, transports, and disposes of evidence as required. Maintains related records, photos and logs.
- Administrates digital evidence
- Performs potential employee background investigations
- Receives and responds to NSF check complaints. Issues citations and maintains records

Additional Duties and Responsibilities - The following duties are necessary for operations, but may be shared with or performed by other employees. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provides information to the public and civic groups as appropriate and required. Conducts crime prevention presentations.
- Assists other law enforcement agencies.
- Transports prisoners.
- Handles worthless check complaints.
- Community Cameras, maintains and tracks evidence.
- Squad and Body Cameras, maintains and tracks digital evidence.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Associate degree Law Enforcement or related field preferred.
- Wisconsin Police Officer certification with four years police officer experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certification/training in CPR, First Responder, intoximeter required.
- Valid Wisconsin motor vehicle operator's license required.

Language Ability and Interpersonal Communication Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with witnesses/victims, suspects, attorneys, Department personnel, Judges, medical care providers, community leaders, business owners, school personnel, juveniles, social workers, probation and parole personnel, news media representatives and the general public.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; interpret and develop basic descriptive statistical reports; and may require the ability to perform mathematical operations with algebra. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Physical Requirements

- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as squad car, firearms, radios, radar gun, intoximeter, restraint devices, computer keyboard/typewriter, telephone, camera, tape recorder, etc.

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry and appropriate use of firearms.

- Ability to exert moderate physical effort in sedentary to moderately heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert necessary physical force to restrain or subdue individuals.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and ingredients.

Environmental Adaptability

- Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, can cause discomfort and where there is a risk of injury.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____Date: _____