City of Stoughton
Position Description

Name:			**Department:**	Police	
Position Title:	Detective	**Pay Grade:**	12	**FLSA:**	N
Date:	**December, 1998**	**Reports To:**	Chief of Police		

Purpose of Position

The purpose of this position is to direct and conduct investigations into criminal activities for Stoughton Police Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans investigations and directs officers' investigatory activities.

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.

Testifies in court as summoned.

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.

Performs potential employee background investigations

Receives and responds to NSF check complaints. Issues citations and maintains records.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

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.

Training and Experience Required to Perform Essential Job Functions

Wisconsin Police Officer Certification with three years of police patrol experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Associate degree in Law Enforcement or related area preferred.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

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 utilize a variety of advisory and design data and information such as incident/accident reports, witness/victim statements, financial statements and ledgers, contracts, photos, crime lab reports, criminal complaints, policy manuals, maps, directories, evidence collection manuals, driver license and motor vehicle records, insurance forms, law books, equipment operating manuals, statutes, ordinances, procedures, guidelines and non-routine correspondence.

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 add and subtract, multiply and divide, and calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

Ability to operate equipment and machinery requiring simple but continuous adjustments, such as squad car, firearms, radios, radar gun, intoxilyzer, 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.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date

Council Approved 1-12-99