

**SHERIFF'S DETECTIVE**

DEFINITION

To perform technical investigative work; to present evidence to the District Attorney; to enforce federal and state laws and local ordinances related to public safety and welfare and to respond to calls from citizens.

DISTINGUISHING CHARACTERISTICS

The classification of Sheriff's Detective is responsible for investigating high-profile crimes such as murder, robbery, rape, etc. It differs from the classification of Deputy Sheriff, which is primarily responsible for general law enforcement and related activities in the unincorporated areas of the County.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level, sworn, supervisory staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Conducts criminal investigations. Interviews victims, complainants, suspects and witnesses; conducts undercover operations; gathers and preserves evidence; testifies, and presents evidence in court.

Coordinates investigations; supervises deputies and evidence technician at crime scenes; trains new officers in investigative techniques.

Collects and processes evidence from crime incident scenes; photographs crime scenes.

Makes arrests as necessary.

Prepares reports of investigations and crime scene findings; maintains records and files pertaining to crime incidents and evidence.

Prepares and presents search warrants to judges for approval and signatures; serves warrants, subpoenas and civil documents.

Drives unmarked vehicle in response to emergencies and during normal course of work.

Prepares reports of complaints for District Attorney review.

Sheriff's Detective  
Rev.- 02/12/06  
Rev.- 07/02/06  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 01/11/09  
Rev.- 07/05/09

M.O. #5-2/21/06  
M.O. #5-2/21/06  
M.O. #5-2/21/06  
M.O. #22b 12/18/07  
M.O. #22b 12/18/07  
M.O. #22b 12/18/07

Monitors legal updates and case decisions.

May perform routine patrol duties, including but not limited to patrolling assigned areas of the County; responding to emergency calls and/or public calls for assistance; investigating disturbances, prowlers, burglaries, thefts, vehicle accidents, and other crimes; checking buildings for physical security; issuing citations, etc.

Administers first aid in emergency situations.

Assists other units of the department as assigned.

Works with other law enforcement agencies in matters related to the investigation of crimes and apprehension of offenders.

Serves as a Deputy Coroner; attends autopsies; conducts investigations and completes reports of death.

Performs duties related to crime prevention and community relations.

Performs general administrative work, including but not limited to attending meetings, preparing correspondence and reports, entering computer data, maintaining files, answering the telephone, etc.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Pertinent federal, state and county laws, codes, and regulations.

Procedures and methods in law enforcement patrol, traffic control, crime prevention, criminal investigation, apprehension and arrest, civil process, and jail operations.

Criminal behavior and methods of operation.

Principles and practices of processing Coroner's cases.

Principles and practices of search and seizure.

Principles and procedures used in the collection, preservation, storage, and presentation of evidence.

Law enforcement investigation procedures in general and internal affairs, including pre-employment investigation procedures, and death investigations.

Photography techniques.

Courtroom procedures.

First Aid practices.

Types of law enforcement equipment, materials, and specialty items.

Locations and characteristics of the various neighborhoods.

Principles and practices of record-keeping and reporting.

Ability to:

Interpret and apply and enforce pertinent laws, policies, rules and regulations.

Serve in a law enforcement capacity in a responsible and effective manner.

Understand and follow oral and written instructions.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Work independently in the absence of supervision.

Train other law enforcement staff in investigative procedures.

Accurately observe and recall incidents, situations, and names, faces, numbers, places encountered.

Collect, store, analyze and dispose of evidence correctly and accurately.

Operate photographic and other investigative equipment.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control criminal suspects.

Use and care for firearms.

Deal courteously, yet firmly and effectively with the public in police situations.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in law enforcement, preferably dealing with evidence and property.

Training:

High school diploma or GED equivalent, supplemented by additional training in investigative methods.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or the ability to obtain, a P.O.S.T. Basic Certificate.

Classification Code:	4143820
Bargaining Unit:	20
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	420