

SHAWNEE COUNTY, KANSAS
Position Description
Detective

POSITION NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position serves the public through the preservation of peace, prevention of crime and disorder, protection of life and property, arrest of violators and the enforcement of court orders and criminal laws of the State of Kansas and the Home Rule Resolutions of the County of Shawnee as well as investigates criminal activities which affect Shawnee County or any city therein. Performs other duties as assigned. This position is supervised by a Lieutenant.

WORK PERFORMED

- 20% Investigates various incidents, criminal and non-criminal; questions witnesses, interviews persons suspected of criminal activity and victims of crime.
- 5% Assists Crime Scene deputies in determining what evidence is collected and to discover what procedures are necessary in the investigation of particular assigned cases.
- 25% Prepares and files detailed investigative reports.
- 10% Interacts with other law enforcement agencies and the district attorney's office to collect and distribute criminal intelligence information.
- 15% Prepares court cases, and provides legal testimony.
- 5% Participates in various community boards and committees to establish collaboration in various types of investigative activities
- 10% Attends and participates in daily briefings for case assignment and strategic discussion.
- 10% Performs miscellaneous job-related duties as assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge:

- Law enforcement.
- The organization, regulations, procedures and functions of the Sheriff’s Office.
- Effective leadership skills.
- Particular qualities of leadership or special qualities outlined in K.S.A. 19-4323(c).
- All laws applicable to Shawnee County jurisdiction.
- The geography of Shawnee County, its incorporated areas and road network.

Abilities:

- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Communicate clearly and effectively, both orally and in writing, using the English language, with Sheriff’s Office personnel, other County personnel and the public.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with Sheriff’s Office personnel, other County personnel and the public.
- React quickly and correctly in emergencies.

Skills:

- Providing leadership and direction to Sheriff’s Office employees.
- The use and care of firearms and other police equipment.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			x		Sitting			x		Driving			x	
Pushing/Pulling		x			Bending			x		High Elevation		x		
Climbing		x			Reaching			x		Unprotected Heights		x		
Throwing		x			Lifting		x			Around Moving Machinery		x		
ARMS					Carrying		x			Driving Automotive Equipment			x	
Reaching			x		Jumping		x			Exposure to Dust, Gases and Fumes		x		
Lifting			x		Twisting		x			Cramped Body Position		x		
Pushing/Pulling		x			Squatting		x			Sustained Positions		x		
Carrying			x		Turning		x			Noise Levels (Excessive)		x		
Throwing		x			LEGS/FEET					Electrical Hazards		x		
EYES					Walking			x		Slippery Surfaces		x		
Near Vision				x	Standing			x		Work Above Ground				x
Far Vision				x	Sitting			x		Work Below Ground		x		
Color Vision			x		Carrying		x			Irregular Surfaces		x		

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VOICE				Climbing	x		Moving Objects	x	
Talking			x	Jumping	x		In High Volume Traffic	x	
EARS				Turning	x		Exposure to Marked Changes in Temperature and Humidity		
Hearing			x	Lifting	x				x

EQUIPMENT USED

Personal Computer, Cameras and other investigative equipment, Firearms and other weapons

MINIMUM QUALIFICATIONS

Five (5) years' experience as a Deputy with the Shawnee County Sheriff's Office.

Valid Driver's License.

SPECIAL REQUIREMENTS

Required to lift 80 pounds.

I have read and understand the duties and requirements for this position.

Employee Signature

Date

Sheriff's Signature

Date

Created: 02/05
Revision History: 02/05