

APPLICATION FOR EMPLOYMENT

DETECTIVE

TOWN OF MIDDLEBURY POLICE DEPARTMENT

One Lucius Shaw Lane
Middlebury, VT 05753
Tel: (802) 388-3191

The Town of Middlebury is an equal opportunity employer.

Instructions: Please complete using fillable form or use ink. Applications written in pencil or which are illegible will not be considered. Return the completed form to:

Attention: Chief of Police
Middlebury Police Department
One Lucius Shaw Lane
Middlebury, VT 05753-1334

A resume and cover letter is also required

Notice: This application is the initial screening for the position of Detective for the Town of Middlebury to ensure that the minimum qualifications for the position are met. At a later point in the selection process, a more detailed personal history statement will be required from all candidates successfully completing the initial testing and screening. Any misleading or false information submitted at any stage of the screening and selection process will result in disqualification from this position.

This is a special grant-funded position only open to applicants with a current Vermont Level III law enforcement officer certification.

NAME: _____ **Tel. No.:** _____

Last, First, M.I.

STREET ADDRESS: _____

TOWN/CITY: _____ **STATE:** _____ **ZIP CODE:** _____

MAILING ADDRESS (if different): _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ **SOCIAL SECURITY NO.:** _____

1. Are you a citizen of the United States? _____ If not, alien reg. number _____

2. Are you a high school graduate? _____ G.E.D. or equivalent? _____
3. Do you possess a valid driver's license? _____ State _____ Lic. No. _____
4. Are you a defendant in a Final Order for Relief From Abuse? _____
5. Have you been convicted of any criminal offense? _____
(if YES, please list in "Other Information" below)
6. Has your driver's license ever been suspended or revoked? _____
(if YES, please list in "Other Information" below)
7. Are you currently certified as a police officer? _____ State _____
 - a. Certification Status (Level I, II, or III) _____
 - b. Current or former agency _____
 - c. Have you ever been terminated from a law enforcement or corrections position? ____
Agency and reason for termination _____
8. What special skills or personality traits do you have that might be considered an asset to this position?

9. Other Information

I certify that the information contained in this application is true and correct. I understand that filing false or misleading information will subject me to disqualification for the position of Detective, or, if hired, may be the basis for termination.

Applicant Signature _____ Date _____

Town of Middlebury
Job Description

Title: Detective

Date: May 13, 2024

Department: Police

JOB SUMMARY:

This is a Detective position with the Middlebury Police Department involving assignment to the Addison County Unit for Special Investigations (ACUSI). ACUSI is a multi-agency task force dedicated to providing criminal investigations in response to reports of domestic violence, sexual assaults, and serious child abuse. The professionals within the unit are specially trained to deal with the unique and sensitive nature of these crimes. Advocacy for the victim is paramount while striving for professional investigations and successful prosecutions.

The Detective conducts investigations of reports involving child sexual abuse, serious child physical abuse, and sexually based offenses against adults throughout Addison County.

The position is grant-funded by the Vermont Special Investigations Unit Grant Board and its host agent, ACUSI. The Detective assigned to the unit remains an employee of the Middlebury Police Department, subject to an annual contract.

ESSENTIAL FUNCTIONS:

- Plan, coordinate, and conduct investigations and/or assist in the investigation of reports of child sexual abuse, serious child physical abuse, and sexually based offenses against adults throughout Addison County.
- Interview suspects, witnesses, and other individuals who may be involved or have information relevant to assigned investigations. Pairs with appropriate multi-disciplinary team members to conduct these interviews, i.e., forensic interviewer and DCF investigator.
- Complete all necessary warrants and required documentation to preserve electronic communications.
- Prepare and maintain NCAtrak data entry.
- Serves as SIU liaison officer with other local, state, and federal law enforcement agencies regarding assigned cases.
- Remains under the supervision and employment of the Middlebury Police Department and will maintain a primary office space at that location, with additional office space at the ACUSI office if desired.
- Attends the monthly case reviews, MDT, and peer review meetings. Attend board meetings (as requested) and any other commitments scheduled to develop ACUSI's work further.
- Assures that all investigations comply with local ordinances and regulations, all applicable state and federal laws, and established professional standards.
- Makes instruction presentations to schools, other groups, and/or media as coordinated by the Special Investigation Unit.

- Keeps abreast of current trends, training, and developments in the field.

POSITION REQUIREMENTS:

Detectives assigned to ACUSI should have a presence and demeanor (confident, empathetic for the victim, etc.) to put children and adults at ease and have the patience to interview a child and investigate crimes against children and adults. It is imperative that the victims feel safe throughout the entire investigation and interview process and not feel intimidated or threatened by the Officer.

Detectives assigned to ACUSI should have significant experience interacting with the public and a positive orientation toward interacting with diverse populations. Prior experience working with victims and outside referral agencies is important. Specialized skills are required for the SIU, and, at a minimum, the Detective must complete a nationally recognized Forensic Interviewing of Children course. As a prerequisite for conducting interviews with children, ACUSI supports the National Children's Alliance standards requirement of satisfactory completion of competency-based child abuse forensic interview training that includes child development. In addition, continuing education is necessary to maintain current knowledge of best practices in the investigation of cases handled by ACUSI.

Detectives assigned to ACUSI may participate in multi-jurisdictional investigations and will be the lead representative of ACUSI in joint investigations with ICAC and other state agencies.

Detectives assigned to ACUSI should have experience managing multiple investigations concurrently. The workload, coupled with the limited availability of trained investigators, often requires the investigator to track and manage several cases that are at different points in the investigative cycle. Detectives should have adequate PC skills and be familiar with e-mail, Word, Excel, and similar programs used in ACUSI.

Detectives assigned to ACUSI should be reachable 24/7 to provide advice and direction on new and ongoing cases.

MINIMUM QUALIFICATIONS:

- Current Vermont Level III law enforcement officer certification.
- Ability to pass a comprehensive background investigation, including a polygraph.
- Associate or bachelor's degree is preferred, plus a minimum of three to five years of relevant law enforcement experience, preferably as a Detective/Investigator. A combination of education and experience from which comparable knowledge and skills have been acquired may be considered.
- Completion of basic and/or advanced nationally and state-recognized forensic interview training geared toward the interviewing of children and including adequate knowledge of child development and trauma. Qualified applicants must have demonstrated proficiency in the interview and interrogation techniques of suspects.
- Directly related training and experience in criminal investigations, including working knowledge of state criminal laws, court and criminal proceedings, search warrants, arrest

laws, juvenile laws, evidence procedures, giving depositions and testimony, and victim and youth counseling.

- Ability and flexibility to travel within the state.
- Valid driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms, and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Vision corrected to 20/40 (binocular) and ability to distinguish color in both eyes.
- This position will have extensive contact with others.
- The position may work under precarious circumstances and sometimes dangerous circumstances. It may require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, and bodily fluids such as blood.
- Ability to lift, carry or drag up to 50 pounds.

ADDITIONAL INFORMATION:

- The employer is the Town of Middlebury, on a contractual basis, renewed annually. This position is exempt from the bargaining unit.
- Hours of work: Generally, 32 hours per week, + or -, scheduled on an as-needed basis.
- Work station: Standard work locations are the Middlebury Police station and the ACUSI office. A vehicle will be provided for on-duty use.
- Fringe benefits include the following paid time-off per year: 12 vacation days, 10 holidays, 2 personal days, 12 sick days. A \$1200 health insurance allowance is paid at \$100/month.