



Winslow Police Department Job Description

Detective

I. Job Summary

The Detective position serves at the pleasure of the Chief of Police and is considered an assignment and not a promotion. The Detective reports daily to the Sergeant, but his overall job performance is the responsibility of the Lieutenant. The Detective will be considered nonessential on holidays and will have the scheduled shift off. He/she will receive (8) hours of straight pay for these days off. The detective schedule, however, will consist of a nonstandard workweek that may include both the weekend and weekdays. Most of his work week will commence at 8 AM ending at 4 PM. One day a week will be dedicated solely to drug work. The Detective must work closely with all Patrol Officers assisting them in any capacity. His/her primary job is coordinating and solving major crimes. He/ she should forward to all agency personal information on possible crime patterns, suspects and their activities, or any other pertinent information to help apprehend criminals and prevent crime.

Performs all other related duties or assignments as may be directed by the Lieutenant or Police Chief.

Job Duties

II. Essential functions listed in order of importance:

Help the patrol division solve crime. Review daily all complaints. Give them assistance on all major complaints. Take control of complaints that need specialized attention. Interview witnesses and victims. Interrogate suspects and offenders. Track and categorize all crime. Maintain intelligence on criminal activity. Weekly create a report indicating all outstanding crime that will be given to the Lieutenant for review. Act as the primary liaison with all local law enforcement agencies to share information and solve crime.

1. Handle all sex offenses. Monitor all sex offenders in Winslow.

2. Lead all drug investigations. Follow-up on all leads that the patrol division receives. Coordinate all search and arrest warrants. Be the primary Officer in all drug raids.
 3. Collect and process all evidence. Maintain the evidence room for the department. Order all necessary evidence supplies.
 4. Conduct background checks on all police applicants.
- A. *Marginal functions:*
1. Complete weekly report of all activity. Forward a copy to The Lieutenant and Chief.
 2. Assist with the taser program.
 3. Assist with MDOL/OSHA program and annual inspection.
 4. Assist with body cameras and cruiser cams.
 5. Cover lunch for the Administrative Assistant.
 6. Track all active arrest warrants for Winslow.
 7. Handle all unattended deaths during your work shift.
 8. Handle all walk-ins to the office including fingerprints.

III. Job Specifications:

A. *Required Education and Experience:*

1. Must be a full-time Maine certified law enforcement officer in good standing.
2. Must have at least (2) years or more years of full-time experience.
3. Shall be of good moral character.
4. Must have a valid Maine driver's license.
5. Must be able to legally possess a firearm.
6. Meet all the requirements of this job description for the Winslow Police Department
7. Pass a medical exam and drug test.
8. Pass a background check, psychological exam, and polygraph examination.

B. *Knowledge:*

1. All principles and practices of modern law enforcement.
2. Knowledge of applicable Federal, State and local laws and regulations.
3. Ability to investigate criminal or patrol matters that may arise.
4. Ability to deal fairly and effectively with staff, other departments and the general public.
5. Keep personal life free of actions that will bring discredit upon the department, or hinder your ability to perform your job.
6. Ability to communicate effectively, both orally and in writing.
7. Knowledge of departmental computers, all equipment, and proper operation of cruisers.
8. Ability to perform community policing functions.
9. Knowledge of the Power DMS program.
10. Knowledge of When 2 Work program.
11. Thorough and complete understanding of Title 17-A, Title 29-A
12. Thorough knowledge of the LEOM
13. Current knowledge of all case law, new laws, Giglio, Carroll Doctrine, Terry V. Ohio.
14. Working understanding of the 4th, 5th, and 6th amendment.
15. Any other related fields required by the Police Chief.

iv. Other Job Functions:

A. Environmental Factors:

1. Exposure to all and extreme weather conditions;
2. Exposure to varying light conditions; all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors;
3. Exposure to fire, smoke, chemical leaks/spills: nearby, as necessary to provide emergency services;
4. Exposure to personal danger, including but not limited to: armed and/or dangerous persons/animals; persons and/or articles having contagious/communicable diseases; hazards associated with emergency driving, vehicular surveillance, traffic control and working in and around traffic; hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.

B. Physical/mental requirements:

1. Effect arrests;
2. Subdue resisting individuals;
3. Run fast for a short period to apprehend a suspect or provide emergency assistance;
4. Lift 50 lbs. occasionally; lift and carry equipment and persons;
5. Force entry into buildings;
6. Climb flights of stairs/ladders and over obstacles;
7. Walk, stand or sit for long periods of time (including driving);
8. Perform life-saving procedures;
9. Fire weapons on duty, maintain target practice skills, clean and inspect weapons;
10. Confront an armed suspect;
11. Drive motor vehicles under emergency and non-emergency conditions;
12. Effective audio-visual discrimination and perception needed to:
13. Make observations;
14. Drive safely and simultaneously operate emergency lights, siren, radio and mobile data terminal;
15. Speak clearly and concisely;
16. Hear and understand radio, telephone, and normal range verbal communications;

C. Equipment used:

1. Motor vehicles
2. Duty weapons
3. Writing implements
4. Office equipment-computers, typewriters, printers, telephone systems, photocopiers
5. Radio communications-portables, mobiles, data terminals, etc.

6. Basic tools and equipment-first aid supplies, fire extinguishers, restraint devices, flashlights, batons, helmets, uniforms, OC spray, etc.
7. Electronic gas pump

This is a working document that will be updated annually by the Police Chief as needed.

Covers: Detective Veilleux