

**WINNEBAGO COUNTY  
POSITION DESCRIPTION**

*November 2022*

**POSITION:** LIEUTENANT - DETECTIVE DIVISION – SPECIAL VICTIMS UNIT

**DEPARTMENT:** SHERIFF'S OFFICE

**PAY BASIS:** SALARIED

**PURPOSE AND SUMMARY:**

Supervises the daily operations of detectives and deputies assigned to the Special Victims Unit (SVU) of the Detective Division and associated multi-jurisdictional investigative units. In the absence of the Detective Captain, may be responsible for the day-to-day administration of the Detective Division.

**ESSENTIAL FUNCTIONS:**

1. Assigns, prioritizes, and communicates daily work flow assignments for the SVU. Directly oversees Special Victims investigations, coordinating the activities of available detectives and deputies. Assists detectives and deputies in formulating investigative strategies and tactics. Coordinates investigative efforts for the Internet Crimes Against Children (ICAC) initiative, Child Protective Services' requests, child abuse or neglect, elder abuse, Human Trafficking operations, and other SVU identified cases. Monitors compliance with evidence handling and best practice operations for computer and cell phone forensic tools and equipment.
2. In the absence of the Detective Captain, and in coordination with the Detective Lieutenant, assumes responsibility and decision-making authority for the Detective Division. Ensures all criminal investigations are completed thoroughly, fairly, timely, and in accordance with Agency standards. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement, common sense, and knows when and what type of action is appropriate.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

**ADDITIONAL ESSENTIAL DUTIES**

1. Reviews all SVU incident reports for accuracy and thoroughness.
2. Assigns SVU cases to detectives and reviews all follow-up for thoroughness and disposition.
3. Supervises evidence procedures related to technology and sensitive crimes.
4. Assists the investigative division of the multi-jurisdictional Winnebago County Unified Child Abduction Response Team (CART).

5. Serves as the Sheriff's Office liaison on special committees or community groups.
6. Reviews search warrants and court orders related to technology and sensitive crimes.
7. Functions as a media point of contact.
8. Organizes, participates in, and/or supervises surveillance activities of the agency and where necessary, for the apprehension of those involved in SVU activities.
9. Assist in training of division staff.
10. Acts as a liaison with other law enforcement agencies; local, state and federal, involved in the investigation of child sexual abuse, Internet crimes against Children and Human Trafficking.
11. Coordinates training and scheduling for members assigned to the SVU.
12. Performs all other duties as assigned by the Sheriff or designee.

### **WORK RELATIONSHIPS:**

1. Reports to the Detective Captain.
2. Directly supervises seven (7) detectives and one (1) internet crime investigator.
3. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals and members of the community.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Meets the entry level requirements of a Patrol Deputy, to include certification as a law enforcement officer in accordance with the Wisconsin Law Enforcement Standards Board.
2. At least five (5) years of experience in law enforcement.
3. Two years of professional level experience in law enforcement or related field analyzing crime, forensic examination of electronics, criminal intelligence gathering, and intelligence assessment.
4. Advanced education in the field of law enforcement preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Wisconsin State Statutes as they relate to law enforcement and citizen's rights.
2. Knowledge of current investigative strategies, techniques, and equipment.
3. Knowledge of search and seizure law and evidentiary best practices.
4. Knowledge of Agency special teams and their function within the Sheriff's Office.
5. Ability to apply Sheriff's Office General Orders, Directives, and procedures to unique or unusual situations.
6. Ability to supervise and motivate subordinates.
7. Ability to communicate effectively orally and in writing.
8. Ability to meet regular and predictable attendance standards.

### **PHYSICAL REQUIREMENTS:**

1. Ability to meet the physical, emotional, and psychological qualifications of a law enforcement officer.
2. Regularly required to perform certified law enforcement officer duties to include performing traffic stops, responding to high-risk calls, crowd control, and all other law enforcement related activities.
3. Ability to function in situations which may rapidly change from those encountered during routine patrol operations to those which are emergencies and highly stressful.