JOB DESCRIPTION

Detective Lieutenant

Definition of Class
This is a non-supervisory position in which the incumbent investigates all felonies, serious misdemeanors, and violations of University regulations. The incumbent is responsible for gathering and preserving evidence for criminal court or University Administration.

Examples of Work Performed
Directs and assists in the investigation of alleged, suspected, or actual criminal offenses and violations of University rules and regulations.

Dectects and gathers physical evidence and determines if a crime or violation has been committed.

Locates and interrogates witnesses, suspects, and victims to develop evidence and secures information to be used in investigation and in civil court, criminal court, or University hearings.

Prepares and presents evidence in civil court, criminal court, or University proceedings.

Coordinates or provides escort for special guests of the University as assigned.

Coordinates and participates in internal security investigations, background investigations, and related activities.

Assists in developing and maintaining source and informant control; develops, collects, processes, and controls materials included in crime intelligence systems.

Maintains and controls physical evidence and recovered property; maintains necessary documentation for such items.

Inspects and maintains equipment and supplies assigned for performance of the investigative function.

Conducts and designs physical security surveys of university buildings and facilities.

Directs the training and certification of personnel on NCIC (National Law Enforcement Computer Systems) procedures and ensures compliance with federal rules and regulations.

Performs routine police functions as required in the operation of the department.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Directs and assists in the investigation of alleged, suspected, or actual criminal offenses.
2. Detects, gathers, prepares, and presents evidence.
3. Locates and interrogates witnesses, suspects, and victims.
4. Prepares various reports.
5. Coordinates and provides security escort for special guests and university funds.
6. Performs routine police functions.
7. Direct the training and certification of personnel on NCIC procedures.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close, color, and distant vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; stand; walk; and talk and hear. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; taste or smell; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

AND

- **Experience:** Two (2) years of experience related to the above described duties.

- **Certification:** Certified under Police Minimum Standards Board Criteria of State of Mississippi. Must be certified or trained in Crime Scene and Death Investigation, Evidence/Property Collection, Interview/Interrogation, Latent Fingerprint Collection, and Criminal Investigations within the first year of employment.

- **Licensure:** Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

- **Additional Requirement:** Must be 21 years of age and be a U.S. citizen.

- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.