

County Detective – District Attorney’s Office

- Investigates criminal activity and files criminal complaints and arrests defendants in cases assigned to investigate by the District Attorney.
- Assists state and local police in investigating major crimes as well as “cold case” crimes, including unsolved homicide investigations and missing persons investigations.
- Ensures that Extradition cases between other states are handled properly, including obtaining Governor’s Warrant for Extradition and coordinating with agencies in other states.
- Assists local law enforcement with major case investigations by participating in interviews of stakeholders, gathering, processing and transporting evidence and prisoners.
- Serve subpoenas for criminal cases before courts as necessary.
- Secure, log and maintain evidence for criminal prosecutions as well as mental health cases and as directed by the courts.
- Provide emergency transportation services for Alice Paul House as necessary for court hearings and after hours.
- Conducts criminal history records checks on every case coming before the court for disposition.
- Provides assistance to Indiana County Children and Youth Services in the performance of their duties when requested.
- Coordinates the destruction of evidence with other police departments by obtaining court orders, maintaining records and evidence to be destroyed, and arranging for the sale/destruction/proper disposition of all evidence turned over to the District Attorney for disposal.
- Manages the “Drug Takeback” program by attending functions for the collection of unused prescription medications as well as collecting unused prescription drugs from local police departments.
- Assists District Attorney staff with case preparation and prosecution.
- Transports inmates from state and county correctional facilities and other commonwealth witnesses as necessary.
- Performs other Law Enforcement tasks associated with County Government and District Attorney’s Office as directed by the District Attorney.

PRIMARY ROLE OF COUNTY DETECTIVE:

Sworn police officers with full powers of arrest for all grades of crimes. County Detectives must be Act 120 Certified and shall perform all required training in order to maintain Act 120 Certification. Authority to investigate all criminal activity, summary, misdemeanor, and felony (only county employees with these powers). County Detectives are considered Municipal Police Officers pursuant to the laws of the Commonwealth. They shall be responsible for any and all functions of police for the District Attorney.

NEEDED FOR THIS POSITION: TRAINING – KNOWLEDGE – SKILLS – LICENSING – CERTIFICATION AND SECURITY CLEARANCES

- **Certified police officer under the laws of Commonwealth of PA (Act 120 Certification)**
- **Prior Law Enforcement Experience**
- **CLEAN (Commonwealth Law Enforcement Assistance Network) Certification**
- **J-Net (Justice Network) Certification**
- **Knowledge of modern methods of criminal investigation, interrogation, and identification and preservation of evidence**
- **Knowledge of federal, state, and local laws**
- **Knowledge of firearms and the ability to safely handle firearms, including performance of annual qualification**
- **Valid license to operate a motor vehicle in Pennsylvania**

The starting rate is \$19.25 per hour.

Interested candidates should submit a resume or application to the HR Director, Melissa Miller

825 Philadelphia Street
Indiana, PA 15701

Or mmiller@indianacountypa.gov