



SEPTEMBER 2019
FLSA STATUS: NON-EXEMPT

POLICE DETECTIVE

DEFINITION

Under direction, conducts investigations of illegal or criminal activities; identifies and directs and/or participates in the preservation of crime scene evidence; performs surveillance work to detect or prevent criminal activity; interrogates and elicits information from suspects, witnesses and crime victims; may be assigned to multi-jurisdictional task forces; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no supervision of staff. May provide lead direction to staff assigned to investigation cases.

CLASS CHARACTERISTICS

This is an advanced level law enforcement class that performs complex investigative work into illegal and criminal activities. Work involves specialized knowledge of the investigative process, limits of authority in conducting investigations, and criminal justice processes, and requires the exercise of considerable discretion and independent judgment. Incumbents may be armed and may be assigned to work in uniform or plain clothes. The work includes problem solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods. Works is typically reviewed on completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series responsible for organizing, assigning, supervising, and reviewing the work of staff on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts comprehensive investigations into criminal activities including coordinating and maintaining crime scenes, performing surveillance activities, locating and interrogating parties involved in the crime and assisting legal staff in securing criminal convictions.
- Responds to, and secures, crime scenes; collects and preserves evidence ensuring chain of custody; interviews suspects, witnesses and victims to elicit relevant information; arrests individuals suspected of committing a crime.
- Investigates complaints to determine whether a crime has been committed; reviews relevant documentation and interviews relevant parties; examines evidence; advises on whether there is sufficient reason to deem that a crime has been committed.

- Locates and arrests suspects compliant with mandated laws, rules and regulations; works with legal staff to conduct interrogations and obtain information from suspect.
- Assists legal staff in locating witnesses, evaluating evidence, and preparing, documenting, and developing criminal prosecution cases; testifies in court as required.
- Conducts surveillance activities in accordance with mandated laws, rules and regulations; tracks and monitors movement and activities of suspects; maintains logs, records and other evidence related to the surveillance process.
- Works with other law enforcement agencies or task forces on cases involving multiple jurisdictions.
- Provides direction to sworn and non-sworn staff involved in investigative activities, both in the office and field situations.
- Prepares complex technical, operational and administrative reports on investigative activities; maintains reports, logs, records, and accurate files.
- Serves writs, warrants, subpoenas, and other legal documents.
- Performs other law enforcement duties within the department including monitoring sex offenders, conducting background investigations for CCW permits, and serving as a Field Training Officer.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in criminal investigations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a municipal law enforcement program.
- Operational authority of law enforcement in the conduct of criminal investigations.
- Methods and techniques of eliciting and evaluating information obtained from multiple parties involved in a crime including suspects, witnesses and victims.
- Methods and techniques of conducting criminal investigations, and recommending disposition of cases.
- Methods and techniques of identifying, collecting and preserving evidence, ensuring proper chain of custody.
- Operational characteristics of equipment and processes used to analyze crime scene evidence.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in criminal cases, and judicial court system processes and regulations.
- Methods and techniques of operating a motor vehicle in a safe manner under emergency conditions.
- Mandated and department standard operating procedures.
- Operational characteristics and safety practices of equipment related to the work including the safe use and proper deployment of firearms, chemical agents, and impact weapons.
- Law enforcement principles, practices, and techniques related to the protection of life and property, and pursuit, apprehension, and transport of suspects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Community demographics including cultural, social and economic factors.
- Methods and techniques of developing accurate and timely reports on enforcement activities and outcomes.

- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, other agencies and City staff.

Ability to:

- Analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Review evidence and determine its sufficiency in case prosecution.
- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Make sound, independent decisions within established policy and procedural guidelines, often in emergency conditions.
- Ensure the proper use and maintenance of assigned law enforcement vehicles, firearms and related equipment.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade supplemented by college level coursework in criminal justice or a related field, and four (3) years of experience as a sworn law enforcement officer

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and

to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures. The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.