

POLICE DETECTIVE

DEFINITION

Under general supervision, performs a variety of complex, highly skilled criminal investigative work, which includes assignment to the most difficult and sensitive investigations calling for unusual methods and techniques; acts as liaison to the District Attorney's office which includes preparing cases and submitting them for prosecution, and testifying in court; provides information and assistance to the public; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Lieutenant and Police Sergeant. Exercises no supervision of staff. Provides technical and functional direction to lower-level staff during on-scene crime investigations.

CLASS CHARACTERISTICS

This is an experienced-level sworn law enforcement classification that performs skilled investigative work in the more serious criminal cases and major property crimes. Incumbents in this classification may be required to oversee and coordinate responsibilities in special investigations with other law enforcement agencies. Incumbents may be armed and may be assigned to work in uniform or plain clothes. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

EXAMPLES OF ESSENTIAL 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 major crimes, including conducting surveillance activities and coordinating and maintaining crime scene activities.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Assists District Attorney staff in preparing, documenting, and developing cases and gathering information.
- Examines court, police, public and governmental records needed for investigations.
- Reviews information obtained to determine whether offenses have been committed or if further investigation is necessary in order to recommend or advise against issuance of complaints.
- Keeps records and prepares reports relating to investigative work; makes field investigations and inspects crime scenes, gathers, analyzes and preserves evidence concerning crimes; provides direction and coordination to lower level officers at crime scenes.
- Orders and maintains photographic and evidence packaging supplies for field personnel; acts in the capacity of staff photographer as required.

- Receives property and evidence, documents the receipt, maintains the physical integrity and control and the chain of custody, and physically stores property and evidence in the designated property and evidence room.
- Initiates investigations based on observations and information received from other sources.
- Trains, oversees and reviews the work of sworn and non-sworn staff in relation to on-going investigations; provides guidance and assistance in problem resolution; develops, reviews and ensures that all evidence collection, reporting methods and procedures are followed.
- Responds to crime scenes and oversees the proper collection of evidence in the investigation by photographing, processing evidence for prints, and other investigative techniques.
- Maintains the property and evidence section by storing, releasing and purging evidence; maintains and files a variety of records and documents pertaining to identification work.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Analyzes crime trends within the City and County, and works with outside agencies to mitigate crime and determine trends.
- Patrols the City in an unmarked car, in plain clothes, on a regular basis.
- Provides emergency medical attention to the public when responding to calls for assistance and requests appropriate medical assistance as necessary.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Prepares reports; prepares and maintains logs, records, and accurate files.
- May perform and/or coordinate specific program or project areas as assigned by the Police Lieutenant and/or the Police Sergeant.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas; and may conduct shift briefings in the absence of the Sergeant.
- Oversees the use and care of equipment as required.
- May perform the full range of duties of a Police Officer as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and the pursuit, apprehension, and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agencies, and impact weapons.
- Techniques of first aid and CPR.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Observe crime and accident scenes and other situations accurately and recall faces, names, descriptive characteristics, facts of incidents, and places.
- Interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- 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 specialized software applications 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.
- 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 and two (2) years of experience as a sworn law enforcement officer. Two (2) years of college-level coursework in law enforcement, police, social, or behavioral science, or an equivalent level of education is highly desirable.

License:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.
- Title 22 First Aid/CPR Certificate is preferred.

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 and 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 on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or

calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Performing everyday responsibilities may put employees at risk of coming in contact with a variety of potentially hazardous substances and situations including, but not limited to, armed and/or dangerous individuals and animals, disease, unknown toxins and drugs, and bodily fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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. Although this class generally works normal business hours, incumbents are on call 7 days a week, 24 hours a day, and are required to respond to all callbacks.