

POLICE DETECTIVE

DEFINITION

To conduct initial and follow-up investigations of felony and misdemeanor complaints, incidents and cases; to obtain information and evidence required to determine that a crime has been committed; to apprehend and arrest suspects in cases investigated; to prepare cases and related reports for the District Attorney's Office; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management level sworn law enforcement personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Conducts initial and follow-up investigations of felony and misdemeanor complaints, incidents and cases; reviews and follows up on preliminary investigation reports submitted by patrol officers.

Compiles and evaluates evidence and information to obtain an accurate account of the events, participants and properties involved in assigned case investigations.

Interviews victims, witnesses, informants and other relevant parties and records statements and testimony.

Participates in crime scene analysis activities, including taking photographs and fingerprints.

Searches for, gathers and preserves evidence from crime scenes and other locations; logs evidence into police custody; prepares evidence for courtroom presentation; returns and/or destroys evidence at the conclusion of investigations.

Conducts raids, surveillance and undercover operations as necessary.

Obtains and serves arrest and search warrants associated with assigned investigations.

Locates, apprehends and arrests suspects; books suspects into jail; interrogates suspects to ascertain or verify facts and information related to assigned case investigations.

Assists in the preparation of cases for prosecution; testifies and presents evidence in court.

Follows up on investigations as requested.

Coordinates on-going investigations and related efforts with other law enforcement agencies as appropriate.

Manages the evidence / property room, performing such duties as receiving and logging in evidence, entering evidence data into computer; processing evidence or preparing evidence to be processed by outside sources; ordering supplies, etc.

May serve as a member of a special task force as assigned.

Participates in officer training activities.

Performs patrol duties as required due to staff shortages; patrols streets, road and highways within the City; responds to dispatched calls and emergencies; provides back-up assistance to other officers as needed; responds to and supervises significant and/or major incidents; completes appropriate paperwork.

Performs dispatching duties as required due to staff shortages.

Maintains assigned vehicle and equipment.

Prepares and maintains detailed, complete and accurate case and other work records; prepares related reports and statistics.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding police and public safety matters.

Keeps supervisor informed of operational problems encountered.

Participates in public relations, crime prevention and public safety education efforts, including giving public presentations to and/or attending meetings of school, civic and community groups.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Departmental policies, procedures and regulations.

Principles and practices of law enforcement work, including patrol, criminal investigation, crime prevention, custody and identification, and rules of evidence.

Other state and local law enforcement agencies.

Up-to-date law enforcement and law enforcement training procedures.

Methods, equipment, tools and materials used in criminal investigations.

Courtroom procedures and legal practices.

Firearms, automotive, radio and other law enforcement equipment.

The layout of local roads and of the locations and characteristics of various neighborhoods.

Modern office practices and technology, including the use of computers for word and data processing.

Basic record-keeping and report writing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Read, learn, understand, interpret, apply and enforce federal, state and local laws, rules and regulations.

Learn and effectively apply principles and methods associated with crime detection and criminal investigations.

Plan, organize and prioritize daily assignments and work activities.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Formulate and evaluate possible solutions based on limited information, facts or evidence.

Perform responsible police work in accordance with all applicable laws, regulations, policies, procedures and guidelines.

Conduct interviews and interrogations effectively.

Observe, remember and recall detailed information, names, faces and facts.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Deal courteously, yet firmly and effectively with the public in police situations.

Properly use firearms and other work-related equipment.

Learn standard police radio procedures and codes.

Prepare clear and concise records and reports.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn and utilize new skills and information to improve job performance and efficiency.

Meet the physical requirements necessary for successful job performance.

Experience:

Two years as a police officer with the City of Oroville or equivalent local law enforcement experience.

Education:

High school diploma or GED equivalent. An Associate's degree in police science, administration of justice, or a closely related field is desirable.

Additional Requirements:

Possession of a valid California driver's license.

Possession of Basic and Intermediate certificates as issued by the State of California Commission on Peace Officer's Standards and Training; an Advanced certificate is desirable.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.