



Job Description

Title: Police Detective	FLSA Status: Non-Exempt	Created:
Supervisor: Police Sergeant	Supervises: N/A	Revised:
Job Family: Police Services	Bargaining Unit: Police Services	Approved:

JOB SUMMARY:

Under the direction of the assigned Police Sergeant, perform specialized investigations of felonies, misdemeanor and other criminal activities; enforce City, State and County laws and ordinances; interview and interrogate suspects, victims and witnesses; prepare and maintain accurate and complete records and reports related to investigation activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct specialized investigations of major crimes, felonies and sensitive matters such as burglaries, thefts, criminal damage, property damage, child abuse and various domestic violence and incidence of assaults, suicides, rapes, child molestation, missing person cases, homicides and others; perform follow-up investigations as assigned.
- Identify, interview and locate suspects, victims, and witnesses; collect records or documentation associated with the crime; assist victims through criminal prosecution; assist in the criminal registration process for narcotics, gang, arson, and sex offenders; author and execute search and arrest warrants; testify in court as part of criminal prosecution.
- Conduct and coordinate a variety of specialized activities including surveillance, special operations details, raids, arrests, bookings and other related police activities.
- Prepare and maintain accurate and complete records and reports related to investigation activities such as criminal reports and prosecutor files; provide deposition for defense attorneys, and City and County attorneys; submit reports to appropriate personnel, attorneys and others as required or requested.
- Enforce City, State and County laws and ordinances including search and seizure laws; ensure compliance with departmental policies and orders from superiors.
- Provide expertise to the Department and others regarding specialized areas of police work; communicate with various City departments to discuss case development, emergencies, use of services and other matters; communicate with outside organizations and agencies during investigative work.
- Operate a vehicle in an assigned area, observing for conditions and activities where there appears to be potential or actual harm to persons or property, disruption of public order, or any other violations of law.
- Operate a variety of office equipment including a computer; operate police equipment and weapons including guns; operate radios, recorders, cameras and video equipment; drive a vehicle to conduct work.
- Provide work direction to patrol officers.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Criminal investigation, interrogation, and gathering and preserving evidence techniques and procedures.
- State law, City statutes, ordinances, and court decisions and interpretations.

- Principles, practices and procedures used in police work.
- Geography of the City and specific areas of assignment.
- Rules of evidence and laws of arrest.
- Operation of a variety of specialized police vehicles and equipment.
- Report preparation and record-keeping.
- Principles and practices of training.
- Operation of a computer and assigned software systems.
- Crime scene processing.
- Patrol procedures.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Conduct criminal investigations, interrogation and interviews to gather required information.
- Communicate with offenders, suspects and witnesses in an effective manner.
- Testify in various court proceedings.
- Preserve and process crime scenes.
- Prepare narrative and statistical reports and records.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Participate in specialized programs and assignments to enhance police protection and community relations.
- Provide expertise to the department and others in an assigned area of specialization.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Train and provide work direction to assigned personnel.
- Protect the lives, property and constitutional rights of citizens.
- Perform strenuous physical tasks such as running and subduing fleeing suspects, climbing fences and lifting and carrying injured persons.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in criminal justice, public administration, political science or a related field.
- Four years increasingly responsible experience as a Police Officer.

Licenses, Certifications and other Requirements:

- Valid Basic P.O.S.T Certificate.
- Valid California Class C driver's license.
- Valid First Aid and CPR certifications.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Subject to seasonal heat and cold, temperature changes or extreme weather conditions.
- Regular exposure to fumes, dust and odors.
- Evening or variable hours, and emergency call-out.
- Driving a vehicle to conduct work.
- Noise from police sirens.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and various police equipment.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Climbing stairs, hills and other slopes.

- Bending at the waist, stooping, kneeling or crouching.
- Turning/twisting.
- Lifting, carrying, pushing or pulling heavy objects or individuals.
- Physical agility and stamina.

Hazards:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Explosives and guns.
- Contact with blood and body fluids.
- Hazardous materials.
- Fumes and hazards associated with methamphetamine or other drug labs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.