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## **POLICE DETECTIVE**

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### **DEFINITION**

Under general supervision, protects public safety, health and welfare and enforces federal, state and local laws in interactions with the public; investigates crimes against persons and property; prepares court filings.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

May perform patrol officer duties; enforce local, state and federal laws; apprehend suspects.

Conduct complete and detailed Investigations of crimes against persons and property involving juveniles and adults, identity theft and fraud; write reports of findings; testify in court.

Perform undercover and surveillance activities; collect, preserve and maintain evidence and property related to crimes; write and serve warrants and subpoenas, coordinating operations for service of same; apprehend suspects.

File cases with the District Attorney.

Complete sex offender registrations, maintain records and conduct compliance checks.

Maintain chain of custody and records of DNA samples; serve as liaison between patrol and crime lab.

Assist public, including providing first aid to injured/ill citizens.

Assist and cooperate with other public safety agencies.

Prepare and make presentations promoting crime prevention and public education of Police Department activities.

Perform related duties as assigned.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Federal, State, including the Penal Code, Vehicle Code, Health and Safety Code and local laws and radio communications procedures.

City's geography and that of the surrounding area.

Public safety equipment, firearms and less than lethal weapons.

Techniques and practices used in law enforcement, patrol, investigation, public relations and report writing.

Case preparation and filing.

Ability and Skill to:

Tactfully interact with members of the public, both victims and suspects.

Safely operate and use public safety vehicles and equipment, including lethal and less than lethal weapons.

Accurately and thoroughly prepare a variety of written reports documenting investigations for District Attorney.

Think and act quickly in emergencies.

Recall faces, numbers, incidents, places and locations.

Communicate clearly both orally and in writing.

## **QUALIFICATIONS**

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

AA/AS degree in criminal justice, public administration or related field and two (2) years experience in law enforcement. Specific course work investigation techniques highly desirable.

## **LICENSE OR CERTIFICATE**

Valid Class C California Driver's License and good driving record. Peace Officer Standards and Training (POST) basic certificate



**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment/weapons used in subduing suspects

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand, walk for two hours at a time and engage in foot pursuits and other techniques used in the apprehension of suspects

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift, drag or pull up to 150 pounds

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

