POLICE DETECTIVE / INVESTIGATOR

DEFINITION
Under general supervision, investigates and resolves assigned cases and makes criminal arrests; coordinates investigatory work activities with prosecuting attorneys and other Federal, state and local agencies.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Investigates and resolves assigned cases and makes criminal arrests; coordinates investigatory work activities with prosecuting attorneys and other Federal, state and local agencies; conducts surveillance and investigates robberies, threats, terrorism, sexual assault, child abuse and related crime scenes within the City; assists in the collection, preservation and handling of physical evidence and property; interviews victims, suspect(s), and witnesses; gathers evidence and verifies information pertinent to the investigation and resolution of a variety of criminal incidents; documents crime scenes using a variety of technical equipment, techniques and procedures; responds to emergency and non-emergency calls for service.

Conducts criminal investigations and follow-up work on assigned cases; coordinates with other Detectives and staff to investigate and solve high profile cases; prepares reports, complaints and other related documents; writes search and arrest warrants; dispenses information to subordinate staff and updates upper management on cases; provides basic training to new hires during orientation period; enforces Federal, state and local laws and ordinances.

Gathers, investigates, disseminates and maintains criminal intelligence data; tracks trends and maintains criminal statistics; identifies, locates, interrogates and arrests potential suspects; registers offenders and maintains registration files; oversees gaming activity which is subject to intelligence and investigation; prepares criminal cases, assists in the prosecution and testifies before a jury at criminal trials; works with attorneys to prepare investigative information to support charges and trial strategy.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing law enforcement.

Knowledge of City and Department policies and procedures.
Knowledge of modern law enforcement trends and practices.
Knowledge of the State criminal justice and court systems, procedures and protocols.
Knowledge of interviewing and interrogation principles, techniques and methods.
Knowledge of crime scene evidence handling and preservation techniques.
Skill in interpreting laws and regulations, making decisions, maintaining composure and working effectively under stressful conditions and emergency situations.
Skill in documenting details of incidents and collecting and preserving crime scene evidence.
Skill in oral and written communication.
Skill in establishing and maintaining effective working relationships.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending, and occasional climbing and lifting up to 50 pounds. May be exposed to moving traffic, extreme temperatures and weather, potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent, AND three (3) years experience in investigation and/or law enforcement; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid POST Certificate and California driver’s license. May be required to obtain and maintain additional licenses or certifications for the practice of law enforcement.