



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Police Detective

Department: Police
Date Established: 5/2014

Reports to: Police Sergeant
Date Revised: 12/2017

Pay Grade: 44P
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

A Police Detective serves as a Corporal in the Investigations Division of the Police Department with responsibility to investigate and solve felony and misdemeanor crimes, investigate suspicious deaths, child abuse, sexual assaults, missing persons and other crimes. The Detective also serves as Patrol Corporal to enforce state and local laws and ordinances, respond to calls for the protection of life and property, make arrests and perform other assigned law enforcement and public safety duties to preserve the peace, reduce fear and provide for a safe community environment. A Police Detective assists the Sergeant with first line supervisory responsibilities to mentor newer officers/detectives and provide field assistance as needed.

The Police Detective handles an investigative case load and may assist with patrol and traffic activities in the City on an assigned shift that could include assignments in specialized areas such as K9, school resource, SWAT, field training, criminal investigations, hostage negotiations, traffic control or other areas. The job also includes the use of specialized crime equipment for processing crimes, collecting and maintaining evidence, recovering property, locating and apprehending fugitives, conducting background checks and performing surveillance as needed.

Work is performed under minimal supervision and requires a high degree of independent discretion in decision making within established guidelines, although a Sergeant and/or Lieutenant is typically available for advice and counsel as needed.

The job requires a high school diploma or GED and a POST Intermediate Certification with demonstrated experience as a Police Officer. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

A Police Detective is exposed to indoor and outdoor environments including extreme weather conditions, strenuous activity, lifting or restraining another human being or other heavy object, and exposure to hazardous materials and/or life threatening situations. The nature of the job often requires on-call work after normal working hours, weekends and holidays as the business of the City necessitates. The job is physically and mentally demanding. Officers need to be physically fit and able to react to different situations at a moment's notice.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Investigates felony and misdemeanor cases within the City's jurisdiction or as assigned to other agencies and/or jurisdictions, including murder, homicide, suicide, robberies, thefts, burglaries, rapes, arson, forgeries, traffic fatalities, child abuse, officer involved shootings, and other major crimes. Conducts interviews with witnesses, informants and others to determine if any identifiable person must be investigated as a potential suspect. Maintains thorough notes of all witness statements for use in documentation and prosecution. Gathers and packages all evidence to a crime, including physical evidence according to set procedures and legal guidelines. Photographs, sketches and diagrams the entirety of crime scenes clearly and accurately according to prescribed guidelines. Utilizes computer and/or cell phone forensics in investigations. Conducts internal affairs investigations and drug-related investigations as assigned. Develops informants and contacts within circles of criminal groups to gain information about criminal

activity. Develops felony drug investigations. Writes search warrants and operations orders to serve warrants.

Conducts background checks on newly hired employees or applicants. Conducts and participates in surveillance situations to gather information and evidence. Makes arrests following the issuance of an arrest warrant, including locating the individual in surrounding jurisdictions and/or states. Interviews suspects to attempt to obtain a confession. Prepares case files for use in trial. Coordinates the prosecution of cases with the Prosecuting Attorney's office, including attending hearings and trials.

Performs the duties of Patrol Corporal as needed to patrol assigned areas of the City; enforces federal, state and local laws and ordinances. Maintains community presence; responds to calls related to the protection of life and property, traffic incidents and other public safety emergencies. Responds to calls that may include domestic violence, burglaries, juvenile disturbances, civil disturbances, health and welfare assistance, animal problems, civil protection, medical and fire calls, bomb threats, hazardous material spills and other public and life safety incidents. Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody or refers charges for review and prosecution. Issues warnings and citations; performs appropriate field tests as needed.

Prepares reports of arrests, activities performed and unusual incidents observed. Conducts both preliminary and follow-up investigations and collects evidence in disturbances, criminal incidents, hazardous incidents, vehicle accidents and deaths. Verbally interacts with witnesses and victims, suspects and offenders to obtain information. Conducts examinations of persons, vehicles, premises or areas to determine the presence of individuals or illegal activities or articles. Takes suspect or offender into custody and delivers them to appropriate confinement locations, maintaining security and safety of individuals. Coordinates and conducts detailed investigations of violent crimes, child abuse, property crimes, vice, gaming and narcotics violations.

Identifies and implements safety emergency plans, evacuation plans and emergency drills. Assists medical personnel and outside agencies with investigations. Interacts with citizens in the community. Interacts with persons who are mentally ill and places them into protective custody when appropriate. Participates in ongoing training to improve job skills and stays up-to-date with current case law, state law and traffic codes. Appears in court and provides testimony.

Develops and maintains ongoing partnerships and relationships with police officers, citizens, schools and school personnel and various community organizations. May represent the City on various committees. May make presentations to governmental agencies, the media, community groups and a variety of civic organizations.

Performs other duties as assigned, including learning and performing duties in a specialized area of law enforcement. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Local, state, and federal laws as applicable to community law enforcement;
- Methods, objectives, and procedures of law enforcement practices;
- Methods, procedures, techniques, and objectives of crime investigation and prevention;
- Methods, objectives, and procedures of court proceedings;

- Methods, tools, techniques, and objectives of police investigations including, but not limited to, undercover investigation procedures, computerized data searches, crime scene processing, witness interviewing, evidence processing and preservation, arrest and search warrant procedures, and related procedures;
- Officer safety skills including defensive tactics, handcuffing, and firearm operations;
- Standard first-aid administration;
- Police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, and other related equipment;
- Crime prevention and education techniques;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Work independently as well as in teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules, and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective relations with fellow employees and with citizens with varied racial, ethnic or economic backgrounds;
- Demonstrate proficiency in the use and care of firearms;
- Demonstrate proficiency in the exercise of defensive tactics;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Operate a motor vehicle and/or other vehicles associated with assignment;
- Prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Operate a personal computer including program applications appropriate to assigned duties;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;
- Understand and carry out oral and written directions;
- Uphold the Law Enforcement Code of Ethics at all times;
- Respond to citizen requests in a courteous and effective manner;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Learn new aspects of police work depending on specialty assignment areas;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED equivalency is required;
- Idaho POST Intermediate certification is required;
- At least five (5) years' experience as a Police Officer, three (3) of which must be with the Pocatello Police Department;
- Valid Idaho Driver's License is required;
- Additional certifications for specialized assignments may be required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is regularly required to walk, sit, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct field work and perform the duties of a police officer as required, including, but not limited to, running to chase suspects or provide assistance in critical incidents, pushing stalled vehicles off roadways; lifting people off the ground, climbing fences, etc. The employee is required to qualify to carry firearms and perform emergency lifesaving activities. The employee may be required to apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee may be confronted with dangerous and life-threatening situations. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.