



POLICE OFFICER - DETECTIVE

Salary Range: PO/1

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special department crime prevention and enforcement programs; and assist the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from sworn administrative and supervisory staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Patrol Town in radio-equipped car; answer calls for the protection of life and property, and the enforcement of Town, county and state laws; conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, death, and other criminal incidents.
- Respond to calls related to traffic incidents and any other required emergencies; observe, monitor and control routine and unusual traffic conditions; assist and advise motorists and enforce traffic safety laws.
- Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Prepare reports of arrests made, activities performed, and unusual incidents observed.
- Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.
- Check buildings for physical security.
- Search, fingerprint and transport prisoners.
- Direct traffic at fires, special events, and other emergency or congested situations.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

- Perform special investigative and crime prevention duties as required.
- Administer first aid as necessary.
- Animal Control - Contact aggressive or wild animals (i.e. bears, deer); contact and capture domesticated animals (i.e. cats, dogs); use of lethal and less lethal weapons against bears; quarantine animals; write reports; issue citations; register animals; work with animal shelters; euthanize animals.
- Perform related duties as assigned.

Detective

- Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice and narcotics violations.
- Participate in all normal enforcement activities, including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners.
- Perform undercover and surveillance activities involving the use of specialized surveillance equipment.
- Prepare investigative reports and case information; provide evidence and testimony in court.
- Answer questions from the public concerning local and state laws, procedures and activities of the Department.
- Interview victims, complainants, witnesses and suspects.
- Collect, preserve and maintain evidence and property found that is involved with suspected crimes.
- Cultivate/use informants and keep accurate records and receipts of payments to informants.
- Serve warrants and subpoenas.
- Develop and maintain good relationships with the public, including informants and contacts which may be helpful in criminal investigations.

QUALIFICATIONS

Ability to:

- Observe accurately and remember faces, numbers, incidents and places.
- Learn to use and care for firearms.
- Think and act quickly in emergencies and judge situations and people accurately.
- Learn, understand and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.
- Understand and carry out oral and written directions.
- Meet the physical requirements established by the Department.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Use physical force in taking uncooperative suspects into custody.

Experience and Training:

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 would be:

Education:

Completion to POST-approved academy including all physical requirements of academy.

Equivalent to completion of the twelfth grade. An associate of arts degree from an accredited college with major course work in police science, criminal justice or a related field is highly desirable.

Experience:

One year of continuous law enforcement experience in California.

Licenses:

- Possession of, or ability to obtain, an appropriate, valid P.O.S.T. certificate.
- Possession of, or ability to obtain, an appropriate, valid California driver license.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons (i.e. taser, chemical weapons) as required, side handle baton, handcuffs, Breathalyzer, cellular phone, video camera, first aid equipment, surveillance equipment, tape recorders, instant cameras, 35 mm cameras, video cameras, chemical agents, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell; fight, overcome and control resisting suspects.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee frequently works at high altitudes, in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. Employee may be required to fight and overcome violent suspects.

The noise level in the work environment is usually moderate.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.