

# City of St. Helens

**Job Title:** POLICE INVESTIGATOR (DETECTIVE)  
**Department:** Police  
**FLSA Status:** Non-Exempt  
**Union:** Yes  
**Date Revised:** April 2, 2007

## **GENERAL PURPOSE**

Performs technical law enforcement work as a non-uniformed police officer in the investigation of crime and the detection and prevention of violations of the law.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Department Lieutenant or other higher ranking officers.

## **SUPERVISION EXERCISED**

May supervise Officers at crime scenes that he is placed in charge of.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs skilled investigative work involving alleged crimes against persons or property, in the office and the field under minimal supervision.
- Receives complaints and makes general information reports.
- Obtains written or tape-recorded statements, depositions, or admissions.
- Questions or interviews complainants, witnesses and suspects; apprehends suspects and makes arrests.
- Prepares and serves search warrants.
- Searches crime scenes for and secures evidence to be reported for classification.
- Provides for witness or victim preparation and management, including transportation as necessary.
- Contacts other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, NCIC, FBI, DBA, ATF, and other criminal history or intelligence resources.
- Prepares, submits, and follows-up on crime laboratory requests.
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.
- Coordinates with the Medical Examiner assigned to handle officer involved death investigations. Attend autopsies as required.
- Conducts sensitive investigations into allegations of official misconduct or violations of law by public officials or police officers. Conducts internal affairs investigations as directed.
- Performs back ground investigations of potential new hires.

- Conducts detailed criminal cases analysis following the arrest and charging of a suspect, with emphasis on counteracting specific legal defenses.
- Provides review and/or analysis of fraud, white collar crime, forgery or special inquiry court cases as requested.
- Assists in case reviews or plea bargaining negotiations with defense counsel as requested by the prosecuting attorney.
- Locates and interviews those listed on defense witness lists.
- Assists in providing training to department officers in the area of criminal investigations.
- Maintains normal availability by radio, pager, or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

### **PERIPHERAL DUTIES**

- Maintains departmental equipment, supplies and facilities.
- Serves as a backup for traffic control, police patrol, crime prevention or other policing functions as required.
- Provides detailed background investigations of prospective department employees.
- Serves as a member of various employee committees.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience:

- a. High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field.
- b. Minimum of 48 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application.
- c. Successful completion of State Basic Training Academy or
- d. Any equivalent combination of education and experience, approved by the Chief of Police.

#### General:

- a. Must be 21 years or older at the time of employment
- b. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.
- c. Must be a U.S. citizen
- d. Must be able to read and write the English language.
- e. Must be of good moral character and of temperate and industrious habits.
- f. At time of appointment possess an Intermediate training certificate.

#### Necessary Knowledge, Skills and Abilities:

- a. Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- b. Considerable knowledge of investigative practices and procedures.
- c. Considerable knowledge of proper methods of securing, handling, and preserving evidence.
- d. Working knowledge to security clearance access to the law enforcement, court, state and Federal and other criminal history resources.

- e. Skill in operating the tools and equipment listed below.
- f. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- g. Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly.
- h. Must be able to testify in court in an objective, concise, and professional manner.
- i. Ability to produce or obtain reports, graphs, charts and photographs.
- j. Ability to perform work requiring good physical condition.
- k. Ability to communicate effectively orally and in writing.
- l. Ability to establish and maintain effective working relationships with citizens, subordinates, peers and supervisors.
- m. Ability to follow verbal and written instructions.
- n. Ability to meet the special requirements listed below.
- o. Ability to learn the City's geography.

### **SPECIAL REQUIREMENTS**

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

### **TOOLS AND EQUIPMENT USED**

Personal computer, typewriter, camera, tape recorder, police car, police radio, handgun and other weapons as required, side handle and/or extendable baton, handcuffs, pager, first aid equipment.

### **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; run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; taste/smell, stoop, kneel, crouch, crawl, run, jump, on occasion may be required to take part in physical altercations in order to take custody, or maintain custody of suspects or prisoners.

The employee may also be required to wear an equipment belt around the waist weighing in excess of twenty pounds for periods as long as twelve hours, or in emergency cases for unspecified periods of time.

The employee must frequently lift more than 40 pounds, and occasionally lift and/or move more than 150 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.

## **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 occasionally works in outside weather conditions. The employee occasionally works 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.

The noise level in the work environment is usually quiet while in the office, and moderately noisy while in the field.

## EMPLOYEE ACKNOWLEDGEMENT

*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 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.*

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Police Investigator (Detective) job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_