

## **POLICE DETECTIVE**

### **DEFINITION**

Under the direction of the Chief of Police (COP) and under general supervision of the Captain overseeing investigations, plans, coordinates, and conducts investigations to prevent crimes or solve criminal cases. Analyzes data, controls evidence, prepares documentation, makes recommendations to justice system authorities, and provides testimony in court.

### **TYPICAL DUTIES**

Investigates various incidents, criminal and non-criminal and administrative; interviews/interrogates witnesses/suspects; may investigate internal affairs situations regarding criminal violations and perform undercover and surveillance work as required.

Controls and examines crime scenes to obtain clues, gather and document evidence; processes and supervises crime scenes through the collection, preservation, documentation, and analysis of evidence. Packages and submits physical evidence, latent prints and any physical evidence requiring analysis to California Department of Justice.

Prepares and files detailed investigative reports including exhibits for prosecution.

Functions as a liaison with other city, county, state and federal law enforcement agencies, District Attorney's Office and the United States Attorney's Office to collect and distribute criminal intelligence information.

Initiate investigative activity regarding violations of federal statutes and coordination with appropriate federal law enforcement agencies and the United States Attorney's Office for referral of violations committed for prosecution.

Prepares and submits to the district attorney's office requests for search and arrest warrants.

Processes evidence, prepares court cases and provides legal testimony.

Oversees law enforcement personnel at crime scenes to secure the scene and obtain relative eye witness and victim testimony regarding the incident.

Conducts background investigations for perspective sworn peace officer applicants, dispatchers and district wide part time classified employees. Back ground investigations for Dispatcher and part time classified positions are conducted on a modified basis.

Maintains all investigative reports and files as well as develop and maintain computer related data bases regarding criminal activities to determine trends in criminal activity throughout the district.

Performs miscellaneous job-related duties as assigned.

## **QUALIFICATIONS**

### **EXPERIENCE**

Three years experience as a law enforcement officer.

### **EDUCATION**

Successful completion of a California Commission on Peace Officer Standards and Training (POST) certified basic peace officer training course; and within six months after initial assignment the successful completion of the POST ICI-Core Investigative course.

### **SPECIAL REQUIREMENT**

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Meet the requirements of applicable Government Code sections; completion of the requirements (psychological and medical examinations, background investigation, etc.) for appropriate POST certification.

### **KNOWLEDGE OF**

Criminal law with particular references to the apprehension, arrest and prosecution of persons committing misdemeanors and felonies, laws of arrest, search and seizure, and rules of evidence; contemporary technical and administrative methods of investigation and identification; investigative procedures to conduct accident and criminal investigations; gathering and organizing legal evidence for prosecution; and legal documentation procedures and requirement.

### **ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position; abide by campus/District procedures and working agreement with appropriate public safety agencies; abide by all rules and regulations of the job description and college/District procedures; communicate and interact with officials at all levels of government and prosecution jurisdiction; provide legal depositions and testimony; oversee and train assigned staff; gather information and data to compile comprehensive reports for prosecution; investigate and analyze information and to draw conclusions; and communicate effectively, both orally and in writing.