



City of Des Moines, Washington

JOB DESCRIPTION



POLICE DETECTIVE

Regular, Full-time

Salary Grade: P-20 to P-27
FLSA Status: Overtime Eligible

Union Status: Police Guild
EEO Category: Protective Service

Nature of Work

The position of Police Detective is specialized police work in the investigation of criminal offenses, accidents, and related police problems as a full time assignment. This work involves police duties in plain clothes and requires the use of considerable discretion and the application of specialized knowledge and abilities in the investigation and detection of crime. Assignments are received from the Detective Supervisor and usually are specific cases or types of cases to be investigated to a conclusion and normally closed with the preparation of a case for prosecution. Although work is performed in accordance with established rules and procedures, the detective must exercise considerable independent judgment in his application of these rules and procedures to specific cases. Advice and assistance is available from superiors on unusual situations and work is reviewed through accomplishments, personal inspection and a review of written reports covering activities.

Essential Functions

The type and scope of investigations to be handled by the detective include:

- Major crimes and lengthy investigations, vice and gambling, applicant investigation, investigations in cooperation with federal, state, county or local agencies and such other cases and matters as may be assigned to him.
- Under the direction of a supervisor, conducts crime scene searches of major crime scenes, at which time he searches for, seizes and preserves evidence which is needed for the investigation of the crime and the apprehension and conviction of the offender.
- Interviews suspects, prisoners, complainants and witnesses to obtain information that is beneficial to the investigation and the apprehension and conviction of the offenders.
- Maintains a close liaison with departmental and other City employees and assists with field personnel as much as possible.
- Assists in prosecution, or release to the proper agency, all persons apprehended in the course of police duties.
- Attends civic club meetings, churches, schools and other places of public gathering to explain the activities and functions of the police detective and to establish favorable public relations.
- Interacts with community in a positive manner to cooperatively reach resolution of community needs.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.

- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Ability to establish and maintain cooperative working relations with other City employees, other law enforcement agencies, civic leaders and the general public.
- Ability to become thoroughly familiar with the policies, procedures, rules and regulations of the department pertaining to the area of responsibility.
- Ability to understand and execute moderately complex oral or written directions, and to prepare clear and comprehensive written reports.
- Ability to maintain confidentiality of information and to restrict the use of such information to work duties.
- Possess a good working knowledge of federal, state and local laws and ordinances which are enforced by the municipal police department.
- Ability to acquire specialized knowledge of effective, modern methods of crime detection and criminal identification and have the skill to apply these specialized techniques in the course of his/her duties.
- Ability to effect forcible arrests of violators.
- Ability to obtain the facts of a case and interview and interrogate effectively.
- Ability to communicate with witnesses and complainants in an effective manner.
- Ability to work effectively over prolonged periods of time in cases that require immediate attention.

Education and Experience Requirements

- Must be certified as a law enforcement officer by the Washington State Criminal Justice Training Commission (WSCJTC) or be currently certified in a law enforcement program for which recognition and certification is, or can be, granted or is accredited by the WSCJTC.
- Have been a certified law enforcement officer in the State of Washington for two (2) continuous years, with a minimum of eighteen (18) months as a police officer, or;
- Have held the rank of Police Detective or Investigator or higher, a minimum of one (1) continuous year and have been a certified law enforcement officer a minimum of two (2) continuous years.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Additional Requirements for Advancement to Master Detective

- At least five years of full time experience in law enforcement as a commissioned police officer.

- At least three years of employment as a commissioned police officer with the City of Des Moines.
- Successful completion of the basic instruction classes or training required for a particular category of expertise. Categories of expertise in which an officer may achieve an MPO title are: Crime Prevention; Community Policing/Bicycle Patrol; Financial Crimes Investigator; Traffic; Crime Scene Investigation; Drug/Vice Enforcement; Critical Incident; and Drug Recognition Expert. Other categories may be approved at the discretion of the Chief of Police.
- Must earn a minimum rating of "Meets Standards" in all rated categories of the most recent employee performance evaluation.
- Must attain an instructor certification in one of the following topics: Firearms; EVOC; First Aid & CPR; Defensive Tactics; Radar; Field Training Officer; Bloodborne / Airborne Pathogens; Officer Survival; BAC Verifier; Cultural Awareness Facilitator; and Domestic Violence.

Working Conditions and Physical Abilities

- Required to work revolving shifts and holidays. Office and field work required. Hand-eye coordination and fine-manipulation skills are necessary to discharge a firearm and operate equipment, a vehicle, computers and a variety of office machinery. Field work includes exposure to emergencies and individuals who may be distraught, violent, or abusive. Work involves element of personal danger. Patrol may be by foot, vehicle, and/or bicycle. The position requires the ability to speak and hear to exchange information and the ability to perform the physical aspects of the job such as sit for prolonged periods of time, walk, run, jump, crawl, squat, physically restrain combative individuals, lift and carry the body weight of another person, and climb.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

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

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.