

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Detective

Department: Police

Reports To: Lieutenant

### **SUMMARY DESCRIPTION**

This position is a full-time, Fair Labor Standards Act non-exempt position. Attendance at evening meetings or other off-duty events may be expected. The incumbent in this position is a Civil Service employee subject to a 12 month probationary trial period. This position is part of a bargaining unit represented by the Fraternal Order of Police.

This position coordinates and participates in criminal investigations at both local and regional levels. Directs and participates in follow-up investigations of Department cases; provides information about community resources and referral programs relating to criminal activity to citizens and groups; provides as essential element to the Department's community-orientated policing philosophy.

### **REPRESENTATIVE DUTIES**

Duties may include, but are not limited to, the following:

1. Initiates, coordinates and / or participates with patrol officers in problem solving teams to address specific areas of community or public safety concern.
2. Receives and reviews cases for follow up, identifies pertinent solvability factors and refers them as appropriate.
3. Conducts thorough investigations of all assigned cases, develops intelligence information essential to proving criminal offenses, and refers information as appropriate.
4. Coordinates with regional intelligence teams in dissemination of information regarding criminal activity or trends.
5. Participates with regional team (CRU) for investigation of major crimes.
6. Conducts interviews with victims, witnesses, and suspects;
7. Coordinates with prosecutors and other criminal justice professionals;
8. Responds to crime scenes, acts as lead investigator or assists in processing scenes, conducts surveillance as required;
9. Records and collects evidence at the scene;
10. Attends autopsies, inquests and court as required;
11. Prepares appropriate written reports;
12. Participates in community notification activities in high-profile cases;
13. Works with the business community on crime prevention activities;
14. Contacts Department supervisors periodically to maintain current crime trends and activity data in areas of the City;
15. Investigates fraud and cases involving crimes against people and property;

16. Provides public education, inter-agency networking, and educates Police Department personnel in investigative issues;
17. Acts as a close liaison within the department as well as support services for the patrol division;
18. Maintains contact with community leaders and citizens, in person, in writing and by telephone to facilitate the investigative function and enlist community support.
19. Interacts and communicates courteously, patiently and efficiently with other City staff and personnel from related agencies at all times.
20. Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

### **Knowledge of:**

- Modern principles, practices and procedures of law enforcement and criminal investigation;
- Modern methods and techniques used in the prevention, investigation and suppression of criminal activities;
- Rights of suspects and defendants;
- Safety regulations, procedures and practices in law enforcement;
- Laws, ordinances, regulations and current literature pertaining to police service;
- Rules of Evidence, Applicable principles, practices, functions, policies and procedures related to the Police Department;
- Use and care of firearms and other police-related tools, including operation of a motor vehicle;
- Operation of computer software such as Excel and Word, CAD, SECTOR, and RMS;
- Applicable policies and procedures related to the Police Department and City of Orting;

### **Ability to:**

- Work effectively over prolonged periods of time in cases that require immediate attention.
- Exercise discretion, tact, courtesy, and patience with difficult internal and external customers;
- Use good judgment and work effectively and compassionately with crime victims and with others who may be in emotional distress;
- Analyze situations quickly and objectively; determine the necessary and proper action;
- Speak in a clear, concise, well-modulated voice;
- Learn acceptable investigation techniques and solvability factors;
- Obtain the facts of a case and conduct effective interviews and interrogations;
- 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 their duties;
- Investigate a wide variety of criminal cases, including crimes against persons and property and crimes involving fraud;
- Prepare for and conduct training sessions, including preparation of instructional materials and making public presentations;
- Perform duties with limited supervision in a variety of environments;
- Communicate effectively, both verbally and in writing, with citizens and criminal justice professionals;

- Accurately link analysis and other complex investigation documents and coordinating methods;
- Accurately read and analyze crime and other reports to discern increases in criminal activity;
- Prepare complete written reports
- Maintain a good general appearance;
- Prepare and maintain accurate records, files, and prepare professionally written reports;
- Effectively operate a variety of computer programs;
- Establish and maintain effective working relationships with co-workers, other organizations, and general public;
- Maintain confidentiality of information and restrict the use of such information to work duties;
- Contribute to the Department's Mission;
- Address violators in a firm, courteous manner in order to develop public respect and confidence in the officer and the Department.

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance. Must attain successful completion of training requirements prescribed by the Department.

#### **Experience:**

Employed as a currently active, full time paid police officer. Prior lead or supervisory experience is desirable.

#### **License or Certificate:**

- Must a valid Washington State driver's license with driving record free from serious or frequent violations.
- Must have obtained a minimum of 40 hours of instruction (post academy) in the field of criminal investigations. (This requirement is "Preferred" for those assigned to this position in an Acting capacity.)

#### **Background Investigation Requirement:**

Position is subject to an in-depth background investigation including a written test, physical tests, an oral interview, psychological examination, and a polygraph test. This requirement may be waived for internal candidates.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Standard office setting and emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

**Physical:** Sufficient physical ability to lift up to 50 pounds; walking, sitting or standing for duration of workday; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate vehicles.

**Hearing:** Hear in the normal audio range with or without correction.

### **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*