

Job Descriptions

DETECTIVE

DIVISION/SECTION: INVESTIGATIONS

REPORTS TO: INVESTIGATIONS LIEUTENANT

CLASSIFICATION: BARGAINING UNIT/UNION POSITION

POSTION SUMMARY:

The Detective position shall be assigned at the discretion of the Chief of Police. Due to the nature of the assignment, the work schedule may be unstructured to ensure flexibility. The position is a special assignment therefore does not affect collective bargaining nor diminishes any rights or benefits of the assigned Police Officer under collective bargaining agreements.

The Detective is responsible for furthering or initiating the investigation of any criminal activity or any activity authorized by the Chief of Police, Assistant Chief of Police, or Investigations Lieutenant. The Detective will provide detailed and complete investigations of any activity assigned.

ESSENTIAL FUNCTIONS: The Detective is the designated investigator for cases which may be beyond the training or experience or availability of an assigned Patrol Officer. The Detective will also have cases directly assigned to them.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Conduct criminal investigations as assigned or self-assigned during his duty hours.
2. Be available at all times to respond to critical incidents as requested and take command of the investigative activities of all police department personnel at the scene of a major or serious crimes.

3. Prepare, submit, and or execute criminal complaints and or search warrants as required.
4. Complete all necessary reports, supplementals, forms, as directed and or required by department policy and procedures.
5. Conduct investigations to include, but not limited to, burglaries, sexual and physical assaults, abuse, robberies, thefts, drugs, frauds, background investigations, as well as interview witnesses, victims, and suspects.
6. Perform routine preliminary investigations and miscellaneous duties incident thereto, in accordance with procedures, to conclusion, pending reports/cases.
7. Be responsible for the management of all the cases assigned to him/her and maintains investigative files as case management procedures as required.
8. Assists prosecuting attorneys in case preparation and testimony for grand jury and trial
9. Requests and utilizes the proper cooperation of other law enforcement agencies and other resources when required to assist with the investigations of crimes.
10. Assist and provide guidance to personnel with evidence collection at crime scenes.
11. Be present or available for consultation regarding any incidents of a serious nature occurring during their duty shift.
12. Review reports and arrests generated by the Patrol Section/ Division or other Units to identify any trends with criminal activity or suspects.

13. Read, review and implement practical applications contained in the Pennsylvania State Statues, Legal Updates, Policies, Procedures and other manuals.
14. Maintain knowledge base with update training and or attend seminars related to Criminal Investigations, Child Abuse and Sexual Assault, Narcotics, Arson and any other related topics.
15. May be responsible for the cataloging, storage, and security of evidence and property.
16. Supervise and or perform crime scene processing, and proper evidence collection, packaging, logging, and storage.
17. Ensure that adequate crime scene investigation equipment and supplies are available and make recommendations for replacement or additional supplies and equipment.
18. Ensure Crime Victims are provided mandated resources.
19. Investigation into the illegal possession, purchase or transfer of firearms
20. Conduct street level narcotic investigations and or anti-gang operations
21. Investigate prostitution, human trafficking activities, or illegal gambling
22. Stays abreast of criminal activity including narcotics trafficking in the City
23. Intelligence gathering, analysis, dissemination as appropriate to personnel.
24. Conducts and participates in surveillance and undercover investigations.

25. Conduct fugitive apprehension and warrant service in coordination with personnel from the Patrol Section/ Division and or other Units.
26. The Detective is expected to cultivate source contacts and informants
27. Maintain relationships with other law enforcement agencies professionals and agencies.
28. May serve as department liaison with the Clearfield County District Attorney's Office, Clearfield County Coroner, the Attorney General's Office Bureau of Narcotics Investigation, Pennsylvania State Police and their specialized Units, any pertinent investigative task force, other law enforcement agency, or private organizations for the purpose of coordinating activities and exchanging information related to investigations.
29. Any other duties assigned by the Section Lieutenant.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Modern police methods and procedures, including patrol, crime prevention, and traffic control.
- Principles of supervision and training.
- Principles and practices of effective day to day direction to others.
- The laws of the United States, Commonwealth of Pennsylvania, The ordinances of the City of DuBois, and the Pennsylvania Rules of Criminal Procedure.

- The DuBois City Police Policies and Procedures, general Orders, The Police Department manual.
- Criminal law, with particular emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in Court.
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, drug identification, fingerprinting and photography, proper evidence collection, packaging, and processing methods.
- Recent Court decisions on arrest procedures, the handling of suspects and prisoners, search and seizure.
- Use and care of firearms.

Ability To:

- Organize, delegate, ability to provide training, and supervise the work of subordinates
- interpret and apply laws and regulations.
- Ability to give, understand and carry out clear detailed oral and written instructions and to prepare clear and comprehensive reports.
- Ability to lead and guide subordinates toward and through self-directed activities.

- Ability to lead by example with a good attitude, excellent quality work and regular dependable attendance.
- Comprehends verbal and written instructions; organized and prioritizes workload efficiency;
- Handles personal and confidential information tactfully
- Communicates effectively to subordinates, supervisors, and the public.
- Sets priorities and meets deadlines.
- Reacts calmly and think rationally in emergency situations.
- Withstands a moderately stressful work environment.
- Works independently on difficult and complex tasks.
- Accuracy reading reports and service requests.
- Understands and carry out oral and written directions in order to accomplish assigned tasks in a timely matter.
- Establish and maintain cooperative relationships with those contacted during the course of work

PATROL ASSISTANCE

1. The Detective may assist patrol officers in their investigative work as needed.

2. Assist Patrol Officers handling difficult and unusual investigations as well as complex follow up interviews as needed.
3. The Detective will provide assistance with follow-up investigations that cannot be investigated by patrol personnel as assigned by the Investigation Section Lieutenant or at the request of the Patrol Section Lieutenant or self-assigned during the Detectives regular shift as needed.
4. Detective may conduct such other initial and follow-up investigations that cannot be undertaken by Patrol due to:
 - A. The investigation requires specialized or technical equipment.
 - B. Extensive coordination required with outside agencies.
 - C. The investigation requires monitoring or maintenance of undercover operatives in the field.
 - D. The investigation requires travel outside the immediate DuBois area.
 - E. Extensive coordination is required and personnel or scheduling conflicts with the timely completion of the investigation.
 - F. Immediate follow-up is required to provide for the safety of the victim(s), witness(es), or community and Patrol is unable to do the follow-up in a timely manner.
5. Other special circumstances as identified by Section Lieutenant.

OTHER SPECIALIZED DUTIES OR UNIT ASSIGNMENTS

At the discretion of the Chief of Police, Assistant Chief of Police, and Section or Division Commanders/ Lieutenants, the following is potential list, subject to change, of specialized duties or assignments that may be assigned. Such Assignments may be changed, reassigned, or transferred based operational needs at any given time. Such

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1. INVESTIGATION SECTION DETECTIVE
2. STREET CRIMES/ NARCOTICS UNIT DETECTIVE
3. CRIME SCENE / FORENSIC SERVICES TECHNICIAN
4. ASSISTANT EVIDENCE AND PROPERTY CUSTODIAN/MANAGER
5. TRAINING INSTRUCTOR
6. TACTICAL RESPONSE OPERATOR
7. ARSON INVESTIGATOR