



ORGANIZATION: City of Lincoln City
JOB TITLE: Detective
FLSA STATUS: Non-Exempt, Grade 23
UNION: LCPEA
UPDATED: July 2018

PURPOSE OF POSITION: Perform specialized police work in investigations of crime and the detection and prevention of violations of the law, including operating in an undercover capacity. Prepare reports detailing information obtained. Serve on Multi-Disciplinary Teams and assist other law enforcement agencies on joint police activities.

ESSENTIAL JOB FUNCTIONS:

Investigate alleged crimes against persons or property. Question/Interrogate complainants, witnesses and suspects. Review available data for possible value in solving cases. Conduct surveillances. Obtain written and/or tape-recorded statements, or admissions. Apprehend/arrest persons engaged in criminal activity. Prepare affidavits for search warrants to obtain evidence and assist other officers in writing search warrants and criminal forfeitures.

Conduct, coordinate and direct major crime scene processing, including security, job assignments, evidence collection, witness interviews, notification of parties/agencies, evaluation/processing of evidence for crime lab analysis, etc.

Gather, store and disseminate criminal intelligence information, e.g. gang or drug activity.

Analyze criminal cases following arrest and charging of a suspect to determine necessary elements for successful prosecution. Locate and interview those individuals listed on defense witness lists. As requested by prosecuting attorney, assist in case review and carry out requests in preparing case for court.

Prepare detailed reports of activities and investigations made. Discuss information with prosecutors and prepare case reports for court action. Obtain, enhance, prepare and/or present exhibits or other evidence in court as required. Testify in court as necessary.

Coordinate and carry out activities with other agencies, task forces and law enforcement jurisdictions to maintain necessary working relationships to facilitate exchange of information.

Receive complaints and prepare general information reports.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

AUXILIARY JOB FUNCTIONS: May conduct background investigations of prospective new City employees and internal investigations as requested. May perform duties of a police officer in undertaking patrols of City areas. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Develop and provide investigative training to police officers. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of police practices and procedures, investigative methods and techniques, report writing, use of informants, proper methods of securing, handling and preserving evidence, court proceedings, federal, state and local laws, firearm use and safety precautions. Equivalent to high school graduation plus additional specialized training equal to two years of college in police science, law enforcement, criminal justice or related field and over two years experience as a sworn officer, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must be able to render credible testimony in a court of law.

SPECIAL REQUIREMENTS/LICENSES: Possession of DPSST Intermediate Certificate within three years of appointment, LEDS certificate, and a valid driver's license. Must also possess a current CPR/First Aid card or the ability to obtain one within 6 (six) months of appointment and the ability to maintain one throughout employment.

DESIRABLE REQUIREMENTS: Knowledge of the community and surrounding areas. Little or no history of recent discipline related to job performance.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, push, pull, hold, reach, and manipulate objects, tools or controls and enter and exit a motor vehicle. The position requires mobility, flexibility, and the strength necessary to respond to unplanned physical tasks which require substantial physical effort, including the restraint of violent and combative individuals or animals, running as fast as possible while chasing, climbing fences or structures and responding to rescue emergencies. It requires the manual dexterity to operate a firearm as well as the ability to safely operate a motorized vehicle during normal and high speed driving. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis and may be required to move adults weighing up to 300 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, gun belt, taser, gun, etc.

WORKING CONDITIONS: Work locations are in all types of indoor and outdoor environments with approximately 50% of the work period in an office environment. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to

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sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available during all hours including holiday and weekend work requirements.

SUPERVISORY RESPONSIBILITIES: Full supervision of others is not a typical assignment for the position, however may direct investigative activity of others at crime scenes and during ongoing investigations.

SUPERVISION RECEIVED: Works under the direction of the Police Lieutenant.