



POLICE DETECTIVE POSITION DESCRIPTION

GENERAL PURPOSE

Performs general Police duties in the protection of life and property through the enforcement of Local, State and Federal Laws. Investigate and prevent crimes and help educate the public.

SUPERVISION RECEIVED

Works under the direct supervision of the Investigations Sergeant, unless directed otherwise by the Chief of Police.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to:

- Instructs, advises and works with other Officers in performing investigations of suspected violations of laws, rules and City ordinances.
- Locates and interviews Persons of interest, takes statements, collects and processes evidence.
- Investigates complaints, follows leads, collects and compiles information into case reports to be used in Court.
- Works closely with other State, Federal and Local Agencies.
- May assist Command Staff with the development and implementation of investigation policies and procedures.
- Will assist in the collection, storage, maintenance and disposal of case evidence managed by the Deadwood Police Department.
- Will fill the duties of Patrol Officer as needed.
- Testify in court, as needed, for the collection and storage of evidence presented.
- Participate in public relation programs which may include speaking to citizens/school groups.
- Will work flexible hours at times to include nights, weekends and holidays.
- Subject to participate in a rotating call-out schedule and be available for call-out.

ADDITIONAL DUTIES

Additional duties and responsibilities include, but are not limited to:

- Work with citizens and business in all types of situations
- Work with minimum supervision and be able to make sound judgment decisions
- Work flexible hours/or shift work, including holiday, weekends and extended days
- Subject to call-out as needed

DESIRED MINIMUM QUALIFICATIONS:

GENERAL QUALIFICATIONS

- Must be 21 years of age or older
- Must be a United States Citizen
- South Dakota Certified Law Enforcement Officer
- Must be employed by the Deadwood Police Department for a minimum of one year
- Must not be under any probationary status
- Must be in good standing within the Department

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Must have thorough knowledge of:

- Investigation techniques and procedures
- Knowledge of evidence collection techniques and tools
- Rules and procedures of evidence and court process
- Techniques of identifying, preserving and presenting evidence
- Sources of information used in locating persons
- Laws of Arrest and Search and Seizure
- Knowledge of Local, State and Federal Laws
- Legal Process Service and legal rights of citizens
- Interviewing techniques
- Ability to work in a multi-agency setting either as lead or assisting Investigator

- Ability to build and maintain relationships with community members and businesses

SPECIAL REQUIREMENTS, TOOLS, and EQUIPMENT

Any special requirements, tools, or equipment used to perform the duties of a Detective, are outlined in the scope of the position of police officer, and/or what would commonly and reasonably be used in the performance of the duties of a police officer. For example, special requirements, tools and equipment used are, but not limited to; CPR Certification, police car, communication devices, weapons, detention devices, computer/software, cameras and crime scene processing tools.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

The employee must work rotating shifts and extended workday, overtime, and call out assignments. Employees will work and deal with the general public in all types of situations and conditions. The employee will be in good health as there are frequent periods of sitting, standing, bending, crawling, and stooping in all types of terrain and conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift, carry, and/or move more than 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. Drive patrol vehicles in a safe and effective manner while on patrol or responding to a complaint in all types of weather conditions.

SELECTION GUIDELINES

- Letter of interest and resume submitted to the Chief of Police
- Oral Panel Interview
- Position related test may be required
- Final Chief's Interview

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE: This position is a lateral transfer only and is considered a re-assignment. This position is for no definite term, regardless of any other oral or written statement by any representative of the City of Deadwood.

Functional Job Description

DATE: _____

Position: _____ Police Detective _____

Employee Name: _____

Physician Approval: _____

Date Developed: 06/05/2013 Revisions: _____

PHYSICAL DEMANDS

Note: In terms of an eight to ten hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 10 HOUR DAY	COMMENTS
Sit	2	5	Patrol Car.
Stand	2	5	
Walk	2	5	
Bike	2	6	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop			X		
Squat		X			
Crawl		X			
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	100 pounds	25 pounds	20 pounds	Duty Gear
Lift (pounds)	100 pounds	25 pounds	20 pounds	Duty Gear

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Motor Vehicle or bicycle.
Simple hand grasping	X	X	
Firm hand grasping	X	X	

Fine manipulating	X	X	Fire arm.
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SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Bike helmet, vest, HPD, gloves, mask, dust mask, safety glasses.
Correctable vision to 20/40 Near/Far	X		
Smell	X		

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		

The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		Firearms, sirens, rally, crowded establishments, special events –concerts.
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		Firearms
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		Vehicle accidents
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		

Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning: Apply procedure Develop new procedure	X	X	
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills: Develop written communications requiring grammar skills. Interact with customers on an explanatory basis. Interact with groups of people.	X X X		
Math Skills: Basic skills of addition, subtraction, and multiplication. Advanced math skills.	X X		Advanced Accident Investigation (Not all officers are required to use)
Reading Skills: Basic instructions material Technical information	X X		
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for POLICE DETECTIVE**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date