



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	POLICE DETECTIVE		
Department:	Police		
Supervisor:	Police Commander – Criminal Investigations		
Date:	February 2012	Position No.	PD/9
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for investigating reported and suspected criminal activity.

Job Scope:

The purpose of this position is to investigate reported and suspected crimes. Successful performance helps ensure the protection of the general public and furthers judicial processes.

Essential Duties and Responsibilities:

1. Investigates narcotics and drug-related crimes: conducts undercover surveillance and covert operations, develops and maintains relationships with confidential informants, gathers and disseminates intelligence, and maintains intelligence files pertaining to drug suspects, drugs and street activities, and gang trends.
2. Obtains search warrants: establishes probable cause, requests warrants, communicates with other officers and/or agencies, plans high-risk entries into drug houses, and organizes crime unit activities.
3. Investigates and processes crime scenes and related law enforcement problems; photographs crime scenes, searches crime scenes for evidence, checks for latent fingerprints, and collects and preserves any physical evidence present; serves as evidence custodian and transports evidence to crime lab.
4. Dismantles methamphetamine and crack cocaine labs; transports chemicals for disposal.
5. Maintains security of crime scenes; removes suspects from scene; interviews and interrogates witnesses and suspects to gather information regarding incidents; obtains statements; fingerprints suspects; follows up leads to cases; apprehends suspects and violators of the law.
6. Investigates assigned cases: gathers information, assists with the determination of the point at which cases are ready for prosecution, and appears in local, state, and federal courts to provide testimony regarding cases investigated.
7. Writes up narratives from information gathered from witnesses.

8. Prepares a variety of records and reports, including supplemental investigation, background investigation, internal investigation, and statistical reports; maintains case files; reviews case files for potential leads and solvability factors.
9. Provides case information to prosecutors, attorneys, other law enforcement officers, and outside agencies as requested.
10. Performs internal investigations as required.
11. Maintains contacts with community members who may be able to provide information regarding criminal activities; seeks and develops sources of information.
12. May perform patrol duties such as answering calls, investigating traffic accidents, patrolling the city to deter crimes and traffic violations, handling domestic disputes, and other misdemeanor and felony calls.
13. Makes drug-related presentations to local school and civic groups and organizations.
14. Communicates with media representatives and prepares press releases as needed.
15. May be assigned to investigate financial, juvenile, vice, homicide, drug, auto theft, property, robbery, assault, gang-related, and other crimes.
16. Testifies in and appears at judicial proceedings.
17. Participates in department training programs.
18. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED required
2. Associates Degree preferred
3. 2 years of experience as a patrol officer while not on probation
4. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Missouri. (POST)
5. All Police Officer requirements
6. Missouri drivers license
7. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of federal and state laws, criminal and traffic laws, city ordinances, and department policies and procedures.
2. Knowledge of the geography and streets of the city.
3. Knowledge of criminal investigation methods and search-and-seizure laws.
4. Knowledge of current drug and gang trends.
5. Knowledge of the judicial process and criminal court procedures.
6. Knowledge of controlled substances and relevant laws and regulations.
7. Skill in crime scene processing methods used to collect and preserve evidence for court admissibility.
8. Skill in the use of polygraph, photographic and surveillance equipment, audiovisual equipment, communications equipment, and various types of emergency equipment.
9. Skill in operating a computer and standard office equipment.
10. Skill in using firearms and self-defense techniques.
11. Skill in observing and interpreting human behavior.
12. Skill in interview and interrogation techniques.
13. Skill in identifying and classifying drugs.
14. Skill in gathering, processing, recording, and filing evidence.
15. Skill in organizing and analyzing evidence.
16. Skill in interpersonal relations.
17. Skill in oral and written communication.

Guidelines:

1. City ordinances and department policies and procedures.
2. Federal and state laws, criminal and traffic laws.

Complexity:

The work consists of related criminal investigation duties. The volume of duties performed and variety of crimes encountered contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. General public, business owners, judges, attorneys, health care workers, co-workers, suspects, victims, juveniles and their parents,.
3. Persons convicted of criminal acts, media representatives, and law enforcement representatives from federal, state, and local agencies.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform 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 is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment :

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices.