

City of Claremont, New Hampshire

Position Description

Position Titled: Police Detective
Reports to: Police Chief
Department: Police
FLSA Status: Non-Exempt

Union/Merit: New England PBA Police Union
Grade Level-Points:
Revised/Updated: 04/10/05

Job Summary

The incumbent serves as a Detective in the Police Department's Criminal Division and is responsible for investigating felonies, thefts, burglaries; juvenile crimes etc.; gathers and preserves evidence; detecting and arresting criminals and recovering lost or stolen property. The incumbent may be assigned to a specific function within the unit to include Juvenile Detective, School Liaison Detective, Major Crime Detective, Evidence Technician and Assistant to the Prosecutor.

A Detective is a member in the classification of Police Officer. Detective is a specialized assignment. The Detective may also continue to perform the functions associated with that of Police Officer.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of an Investigator to:

1. Cooperate fully with other units within the Department and with other law enforcement agencies. Make investigations for them and provide criminal records and other information to them where such action does not conflict with any investigation being conducted by this Division or Department. In addition, be prepared to aid in the apprehension of suspects or offenders, and generally act as a liaison officer between this Department and all similar bureaus or units in other police departments and law enforcement agencies.
2. Be familiar with known criminals and their associates. Know their general behavior patterns, their hang-outs, and their modus operandi. Be alert for sources of information and cultivate them.
3. Investigate promptly and diligently all crimes assigned, utilizing all available resources. Upon receipt of the case, immediately interview the complainant, victim, and witness. When any person is interviewed

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or interrogated, identify himself properly before asking any questions.

4. Keep his or her supervisor informed of the progress of their investigations and request additional instructions when further progress appears unlikely. Communicate to his supervisor any information uncovered which relates to criminal activity beyond the scope of the immediate investigation.
5. Submit a written report of his/her activities regarding assigned cases to the proper authority.
6. Follow up all cases until there is a final disposition, or the case is officially declared inactive.
7. Periodically contact the complainant or victim to apprise him or her of the state of the investigation.
8. Keep an accurate, up-to-date account of expenses incurred when on assignment. Submit the account to the proper authority for approval before presenting it for reimbursement.
9. Prepare cases for court. Carefully prepare the presentation of facts. Prepare and present those cases involving juveniles which have been fully investigated to either the juvenile court or to Diversion.
10. Report in person at the beginning of the tour of duty or at such hour as may be designated by the Criminal Division Commander.
11. See that any assigned motor vehicle is well maintained mechanically and that it is kept clean both inside and out. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required for such by current procedures. Use the call number assigned to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.
12. Report all information received or known which may affect the safety of other members of the Department in the execution of their duties.
13. Prepare and arrange for the execution of search warrants.
14. Prepare and arrange for the execution of affidavits for arrest.
15. Prepare and arrange for the showing of photo line ups.

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16. Cover shifts as directed.
17. Prosecute cases in Court as assigned. Testify as required.
18. Present cases to the Grand Jury when directed.
19. Conduct background investigations for selection process.
20. Assist in the processing of major crime scenes.
21. Provide backup to patrol officers on certain calls.
22. Handle certain calls for services as directed.
23. Conduct surveillance and assist in covert operations.
24. Investigate acts committed by juveniles as directed. Perform case management of all investigations, utilizing appropriate personnel.
25. Investigate all child abuse cases brought to the attention of the Criminal Division. Manage the disposition of these cases as required.
26. Maintain accurate files pertaining to youth involvement. Make information available only to special agencies such as other law enforcement agencies, probation/parole officers, schools, and social service agencies, as required or allowed by law.
27. Prepare and present fully investigated cases involving juveniles to either the juvenile court or to Diversion.
28. Maintain a positive liaison with outside sources such as school personnel, social services agencies, probation and other youth divisions.
29. Present public service programs such as child fingerprinting, Officer Friendly, and bike safety as required. Be available for public service talks to any and all civic organizations as requested.
30. Have the ability to use a firearm and make forcible arrests.

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31. Have clear understandable speech.

32. Participate in and support the Department's Explorer Post.

31. Perform other such duties as may be assigned by proper authority.

Peripheral Duties

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Associates degree in Police Science *or* related field and/or courses in investigation and interrogation techniques or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Certification as a New Hampshire Police Officer

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Considerable knowledge of modern police practices, techniques and methods.
- Thorough knowledge of the Federal and State laws, ordinances and court decisions which affect both the adult and juvenile systems.
- Working knowledge of the New Hampshire Criminal Code. Particular emphasis should be placed on court decisions related to arrests and evidence.
- Thorough knowledge of the policies, procedures and rules and regulations of the Department.
- Thorough knowledge of the City's geography.

Ability to:

- Obtain information through interview and interrogation.
- Project a positive first impression.
- Project confidence, self assurance, and certainty to the public.
- Speak and write effectively.
- Cope with stressful situations.

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- Evaluate a situation, respond correctly applying appropriate discretion/common sense.
- Develop and maintain effective working relationships with other members, City employees, members of other law enforcement agencies, courts, and the general public.
- Sit and stand for long periods of time.
- Perform the essential job functions of a patrol officer.

Skill in:

- The use of keyboard and computer.
- The use of an emergency vehicle.
- The use of the tools and equipment listed below.

Supervision Received

The incumbent receives verbal and written orders and follows standardized procedures, where applicable, as detailed in the department rules and regulations. While incumbent can usually have access to further instruction and assistance, incumbent must often exercise initiative in determining which lead to follow or to investigate further and must utilize experienced judgment in handling emergency situations. Work is reviewed through verbal communications with superiors and written reports prepared by the employee.

Supervision Exercised

May be required to supervise processing of crime scenes and/or conducting initial criminal investigations and exercise supervisory authority over Patrol Personnel at said scene and/or involved in said investigation until Criminal Division supervisor takes command of scene and/or investigation.

Responsibility for Public Contact

Many personal contacts involve the probing for information on an individual or crime and there is the constant possibility of personal contact with persons who are violent, dangerous, armed or emotionally unstable. These situations require a high degree of personal skills in tact, courtesy and firmness in obtaining the necessary information and defusing potential volatile situations.

Licensing & Certification

Certification as a New Hampshire Police Officer
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

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General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc.

Typical Work Environment: Inside: 50% Outside: 50%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, investigative chemicals (fingerprint powder, drug testing kits, etc.), etc. Work is performed in a variety of settings from comfortable office setting to extreme weather conditions. The employee may take charge at the scene of more serious crimes which may include physical or verbal attacks from individuals or groups. Physical demands include self-defense efforts, disarming persons who may not be rational, running, jumping, etc. The work involves high risk where serious injury is a factor and considerable physical efforts may be required to pursue on foot or apprehend and arrest.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Occasionally required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required

Kneeling: Occasionally required

<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required

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<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Necessary for detecting odors.

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