

CITY OF HOLLISTER

POLICE DETECTIVE

DEFINITION

To conduct criminal investigations; to supervise the collection and preparation of information and evidence for presentation in court; to perform specialized juvenile law enforcement investigations; and to perform a variety of technical and administrative tasks in support of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Responsibilities and duties may include, but are not limited to, the following:

Coordinate investigations involving several officers; receive and review case reports on special investigations; prepare detailed reports.

Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.

Collect, process, photograph and present evidence including fingerprints, fibers, blood, and related physical evidence.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

Investigate special juvenile cases; provide counseling to juveniles, parents and guardians; make recommendations concerning juvenile offenders to probation officers.

Develop and conduct training for Police Officers in investigative techniques and juvenile law enforcement methods and procedures.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Police Methods and procedures including crime prevention and investigation techniques.

Knowledge of:

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.

Interviewing and interrogation techniques.

Principles, practices and methods of juvenile justice programs.

Effective counseling techniques for troubled youths.

Ability to:

Observe accurately and remember names, faces, numbers, incidents and places.

Use and properly care for firearms.

Understand, interpret and apply laws, regulations, policies and procedures.

Prepare clear, accurate and grammatically correct written reports.

Analyze situations quickly and objectively to determine and take emergency action.

Effectively counsel juvenile offenders, their parents and guardians in stressful situations.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the use of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years of experience in law enforcement; experience in juvenile cases is desirable.

Training:

Equivalent to the completion of the twelfth (12) grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver=s
license.

Possession of a P.O.S.T. basic certificate.

Possession of a P.O.S.T. intermediate certificate is desirable.

Effective Date: July 1, 1991