

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB129 Police Detective
POSITION #/TITLE: 0284, 0288, 0476, 0477 Police Detective	Adopted: 07-97
	Revised: 01-08

POSITION DESCRIPTION

Dept: Police	Manager Level: Lead Worker
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 13
Reports To Position #/Job Code #/JC Title: 0414/NB127/Police Captain	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service (sworn position)
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Protective Clothing	

General Statement of Duties

Investigates criminal offenses, collects and preserves evidence, interviews victims, witnesses and suspects and makes arrests; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. The Detective classification is divided into functional areas of responsibilities within the Police Department. An individual in the Detective Classification is assigned to specific areas of responsibility such as narcotics, burglary, child abuse, juvenile, crimes against persons, and crimes against property investigations, however, the incumbent must be able to assume the investigative responsibilities of the other Detectives.

Examples of Essential Work (Illustrative Only)

Observes officers in the performance of their duties with special emphasis on investigations;
 Instructs and advises subordinates on state laws, city ordinances and department rules and regulations;
 Reports any cases of misconduct, neglect of duty, incompetency, and violations of rules and regulations;
 Tests and ascertains knowledge of personnel regarding city laws, rules and regulations;
 Issues and inspects equipment, and reports unsafe equipment or conditions;
 Investigates citizen complaints concerning subordinates and recommends discipline when appropriate;
 Gives talks to outside agencies;
 Responds to requests for service and reports to determine if crime has occurred and initiate investigative operations;
 Interviews crime victims and witnesses to elicit statements and information concerning crime facts, suspects and motives;
 Investigates and contacts suspects to determine probable cause, develop confessions and make arrests;
 Performs technical law enforcement and investigative work including collection of evidence, and interview and interrogation;
 Supervises and secures crime scenes for investigation and the protection of evidence;
 Plans, organizes and supervises patrol officer activities for criminal investigations;

Photographs persons arrested for crimes;
Clears prints and other identification materials with state and federal authorities;
Maintains evidence chain of custody and packages, secures and retrieves evidence for investigations and hearings;
Testifies in court;
Prepares, maintains and analyzes records, data, reports and documentation and develops investigative conclusions;
Maintains records and filing systems on criminal suspects;
Submits case reports and cooperates with other agencies;
Assists at major accidents or disasters;
Accepts advanced administrative, undercover, or technical-scientific police assignments;
Coordinates annual, monthly and weekly work schedules and plans special projects with the Supervisor;
Establishes job priorities and time frames for patrol officers, assigned personnel and administrative staff;
Monitors completion of investigations and job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
Trains employees on equipment, task procedures, work standards and proper protective safety procedures;
Communicates and coordinates investigations with other law enforcement agencies, including County Attorney's Office;
Prioritizes and manages time in order to address criminal and other law enforcement related problems;
Prioritizes problems, considers alternatives, considers resources needed, implements plans, monitors progress, modifies and evaluates effectiveness of the plans;
Prepares reports;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends meetings, conferences and workshops;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of Police Department functions, procedures, policies and organization;
Thorough knowledge of local, state and federal penal codes;
Thorough knowledge of investigation practices, equipment and terminology;
Thorough knowledge of arrest procedures, prisoner restraint and transportation;
Thorough knowledge of interview and interrogation techniques;
Thorough knowledge of evidence handling, collection and chain of custody requirements;
Thorough knowledge of first aid and personnel safety procedures;
Thorough knowledge of court procedures, rules of evidence and proper testimony;
Good knowledge of city geography and places within which the law enforcement officer must deal;
Ability to plan, organize and supervise investigations;
Ability to deal with people in sensitive and controversial situations;
Ability to interrogate suspects, elicit information and develop detailed reports of crime facts and situations;
Ability to monitor crime scene investigations to maintain scene integrity and proper chain of evidence procedures;
Ability to operate an automobile, typewriter, camera, firearms, handcuffs, fingerprinting equipment, two-way radio, emergency and first-aid equipment;
Ability to collect and test crime scene materials and physical evidence;
Ability to recognize hazardous situations and utilize biohazard protective equipment;
Ability to work under general supervision and make spot decisions that require immediate attention, but exercise discretion in carrying out assignments and in applying work methods and procedures within established department policies;

Ability to communicate effectively and maintain working relationships with the supervisor, other law enforcement, emergency response, detention and court personnel, and the general public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing findings, problems, conclusions, recommendations, using police and legal terminology;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in law enforcement, criminal justice, criminal justice administration, political science, psychology or sociology; and
Three years continuous service as a Cedar Rapids Police Officer.

Required Special Qualifications

Certified as a Police Officer by the State of Iowa.

Essential Physical Abilities

Sufficient physical abilities, with or without reasonable accommodation, to perform all of the duties of the class and of any other classes of sworn positions to which the employee may be assigned or which the employee may assume on a regular, temporary or emergency basis;
Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to observe and identify crime evidence, criminal activity, read and report license plate numbers, review a wide variety of written and electronic materials, maintain personal and public safety during use of a firearm, and operate general office equipment;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate firearms, restrain and retain suspects, render aid to the public and administer sobriety and other field tests;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to protect individuals and oneself from life threatening situations, pursue suspects, and search a variety of crime scenes, motor vehicles and public properties.