

CITY OF HARRAH

OCCUPATIONAL TITLE: Detective

OCCUPATIONAL CODE: 2128

DEPARTMENT/DIVISION: Police Department

SAFETY SENSITIVE: YES

GENERAL DEFINITION:

This position is listed as a "Special Duty" assignment and at the discretion of the Chief of Police and is general duty investigative work in the Police Department, involving the investigation of crimes, processing crime scenes, interviewing possible witnesses/suspects and the filing of criminal charges as necessary. The employee performs with a great degree of independent judgment within well-defined guidelines and laws. The employees must be able to make informed decisions, with authority, in all situations.

An employee of this class has the same responsibilities as that of a police officer and has limited supervisory responsibility. Duties are performed under limited supervision in accordance with well-established police practices, standards, and departmental policy and regulations. The police detective is engaged in constant and varied contact with the public, and this work may frequently involve hazardous or strenuous tasks, but always involves the exercise of initiative and independent judgment in emergency situations.

ESSENTIAL FUNCTIONS AND DUTIES:

- Review reports, follow-up investigations if needed.
- Visit scenes of crimes and accidents.
- Search for and preserve evidence.
- Investigate and interview victims, witnesses, and potential suspects.
- Apprehend suspects for crimes involving felonies or misdemeanors.
- File charges in appropriate jurisdictions.
- Participate in line ups.
- Make oral and written reports.
- Provide testimony in court.
- Perform extensive background investigations on applicants, as assigned.
- Assist with verification of sex offenders within jurisdiction, and compliance checks as assigned.
- Take and develop photographs, and take fingerprints, as assigned.
- Confer with juveniles and parents of juveniles, and make or suggest referrals to resource agencies, as required.
- Proficient, or the willingness to train in various investigations, up to major sexual assaults, child abuse and homicide.

- Prepare special reports using data compiled from police records; research and report on various police administration topics, as required.
- Must be willing to work with surrounding agencies during mutual aid cases and be an active participant / member of the “Metro Area Investigators Task Force”.
- Answer and investigate citizens’ complaints and reports and assigned Internal Affairs investigations as needed.
- Photograph evidence as needed for proper case preparation.
- Answer police calls for service as needed.
- Operate a motor vehicle for extended periods of time in all environmental conditions, and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned areas of City and enforce state and federal laws and City ordinances.
- Patrol and examine buildings and residences to detect suspicious conditions and handle situations accordingly.
- Direct traffic in congested and emergency areas.
- Report safety hazards.
- Respond to accident scenes, administer first aid, investigate causes, and file accident reports.
- Issue citations to violators of traffic laws.
- Speak before citizens and citizens’ groups.
- Participate in various training sessions.
- Do all other functions that may be required by the Chief of Police or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- Must be a citizen of the United States and possess a valid OK Driver’s License
- Must have High School Diploma or GED and knowledge equivalent to an associate degree and such training and/or experience would provide the applicant with the below referenced knowledge, skills, and abilities.
- Must be CLEET certified and have at least 2 years assigned as an investigator or detective in a law enforcement agency or have investigative experience or specialized investigations training approved through CLEET or another certified municipal, state, or federal law enforcement agency that would provide the applicant with the required investigative knowledge, skills, and abilities.
- Minimum of three (3) years of continuous service as a police officer in a department or agency of similar size to Harrah.
- Must be able to pass the CLEET handgun qualification course.
- Must be able to pass Drug Screen
- Must be able to pass background check, must not have any felony convictions, serious misdemeanor convictions, domestic violence convictions, pending criminal charges.
- Must be able to pass polygraph test and psychological (MMPI) test.

- If not currently in the Oklahoma Police Pension and Retirement Systems, the applicant must be between the ages of 21-45 and must be able to pass the Oklahoma Police Pension Physical medical standards.
- Ability to operate two-way radio, walkie-talkie, in field situations, and to effectively operate radar equipment, etc.

MINIMUM QUALIFICATIONS: (continued)

- Ability to read, understand, and interpret ordinances, statutes, and other operating procedures and communicate orally and in writing.
- Ability to deal effectively with the public using tact and diplomacy and remain calm in emergency situations.
- Ability to make split-second decisions that could affect the well-being of the public, department, fellow employees, as well as the officer's safety.
- Ability and willingness to maintain strict confidentiality.
- Must be able to respond to varying situations with tact and diplomacy and ability to deal with stressful, hostile, or irrational persons, whether due to physical or mental disability, drugs, socio-economic differences, or other factors.
- Ability to investigate crimes and complete reports.
- Shall be proficient in the use of all weapons and able to qualify with each weapon to a determined department standard.
- Willing and able to perform first aid and/or CPR.
- Ability to interface with other law enforcement personnel and safety personnel.
- To perform routine preventative maintenance on vehicle.
- Must be able to pass psychological requirements as required by law.
- Must possess a valid Oklahoma Driver's license and be insurable.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Some exposure to unpleasant weather requires continuous attention to safe working and operating procedures to ensure the safety of oneself and fellow citizens.
- Possible exposure to hazardous materials and/or infectious blood or other infectious materials.
- Possibility of body attacks while making an arrest; severe bodily harm while dealing with felons.
- Must have the physical strength and stamina to rescue victims.
- Must possess the physical strength and stamina to chase and subdue fleeing persons; to arrest them if necessary and to bring them into custody.
- Must have visual acuity to read and review written correspondence, reports, statistical and technical information, maps, identify suspects, detect danger, read licenses and tags, etc. Vision correctable to 20/20 in one eye, no worse than 20/30 in the other eye.
- Must possess the aural acuity to understand conversation in quiet and noisy environments, communicate clearly and distinctly by telephone and in person, understand

radio transmissions, distinguish between car backfires and gun shots, determine locations of persons in distress, etc.

- Must be able to communicate effectively to transmit information via the radio, talk to victims, suspects, etc.
- Must be able to meet established mental, physical, and medical requirements including good physical strength and agility.
- Must be able to work rotating shifts, extended hours, emergency call outs, and to testify at court on days off.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: (continued)

- Ability to remember names, faces, and details of incidents.
- Weight must be in proportion to height.
- Demonstrated skill and ability in the use of firearms.
- May be required to attend local or out-of-town conferences and seminars, etc.
- Must have skill in foot/hand/eye coordination and a high degree of concentration to operate a vehicle, weapon, and other equipment required to fulfill essential job duties.
- Must be willing to perform all duties described in this job description under adverse weather conditions, including extreme heat and inclement weather.
- Must be mentally and physically always prepared for unforeseen emergencies.
- May be exposed to offensive smells, dust, dirt, water, vibrations, and loud continuous noises.
- Must have strength to pull, lift, or push 50-pound objects on a frequent basis and up to 100 pounds on an infrequent basis.
- Must have the flexibility to bend, twist, reach, and the mobility to climb crawl, walk; and the stamina to exert oneself throughout the day in all weather conditions.

SUPERVISION:

The Police Detective reports to the Chief of Police or his/her designee.

EEO Class: Protective Service Workers (PS/9221)

FLSA Status: non-exempt

FOP Pay scale: Grade- Police Officer I Step 1-4

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and subject to the FOP contract. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer.