City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**Police Detective**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**30**
CS:	**Promotional**
FLSA:	**Y**
EE04CODE:	**PS**

NATURE OF WORK:

Responsible for all follow-up investigations of crimes reported to Police Department. Gathers information from all persons involved with the case, collects and secures evidence on crimes, and analyzes information obtained. Coordinates information and case status and progress with County Prosecutor and City Attorney. Prepares for court presentations and testifies in court on evidence gathered. Writes citations for violations of City ordinances. May perform undercover or covert investigations as assigned.

DISTINGUISHING CHARACTERISTICS:

Detective is distinguished from Police/Patrol Officer by the need for increased investigative training, the responsibility for thorough investigation and closure of a variety of crime cases.

SUPERVISORY RELATIONSHIPS:

Position reports to the Sergeant holding assignment as Detective Supervisor.

ESSENTIAL FUNCTIONS:

1. Receives case load assignments from Detective Supervisor.

2. Collects information and gathers evidence on crimes committed from all persons involved with the case including: general public, informants, other intervening professionals, business institutions, and suspects.

3. Investigates reported crimes using current investigative techniques and proper procedures. Performs surveillance and practices crime interdiction as assigned.

4. Coordinates case load with other Detectives when content areas are duplicated.

5. Analyzes information and evidence to determine status of the case and type of charges to be filed.

ESSENTIAL FUNCTIONS:

6. Coordinates information and develop strategy with County Prosecutor and City Attorney, receiving direction and assistance in further development of case.

7. Arranges and serves search warrants and arrest warrants.

8. Interviews witnesses to obtain information.

9. Make arrests and interrogates prisoners.

10. Prepares cases for court presentations, writes reports, and testifies in court on evidence gathered.

11. Maintains current knowledge of State laws and local ordinances and professional investigative techniques and procedures.

12. Performs the duties of Police/Patrol Officer as assigned.

ADDITIONAL WORK PERFORMED:

1. Works with other law enforcement agencies on multi-jurisdictional investigations.

2. Performs specialized investigative assignments (e.g., polygraph examiner, homicide, arson, sex crimes, raids, searches, pre-employment background investigations) as directed.

3. May be required to attend post-mortem exams conducted by the Coroner and/or medical personnel to gather evidence and take photographs.

4. Performs related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of State laws and local ordinances as related to forged instruments-, burglary/theft, drugs, arson, sex crimes and juveniles.
- Knowledge of department procedures for obtaining search warrants and arrest warrants.
- Knowledge of crime scene investigation and interrogation techniques.
- Ability to communicate effectively, both verbally and in writing, in order to gather information, to deliver clear and accurate court testimony and to prepare complete and concise written reports.
- Ability to work independently with minimal supervision.
- Ability to react quickly, calmly and appropriately in emergency situations.
- Ability to safely handle fire arms and motor vehicles.
- Ability to work with a diverse population in performance of daily assignments.
- Ability/willingness to work variable shifts including night, weekend and legal holiday hours.
- Ability and willingness to maintain consistent and punctual attendance.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical abilities to perform the essential functions of the job including:
    - Physical strength to restrain and control persons and physically defend self;
    - Physical agility in slippery conditions, mountainous or uneven terrain;
    - Manual dexterity to operate a motor vehicle or handle tools and guns in the performance of assigned tasks, including keyboarding, grasping and reaching.
    - Occasionally lift, push, carry and pull materials, objects or persons weighing up to 100 lbs using proper lifting techniques;
    - Frequently sit, stand, walk and drive a vehicle;
    - Occasionally run, jump, climb, balance, kneel, crawl or crouch;
    - Frequently communicate verbally;
    - Uncorrected vision in either eye of 20/100 or better, vision able to be corrected to 20/20 in better eye and 20/30 in lesser eye. Visual acuity including closeness, distance, color, peripheral and depth perception, with the ability to adjust focus and to read a computer screen and typewritten page.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in any and all property existing in the City of Bellingham and its environs. Investigations may also require travel to other jurisdictions. Work involves physical exertion in a variety of weather conditions. Detectives work unaccompanied in automobiles and on foot, maintaining contact with the dispatch center when needed. There may be exposure to high-risk situations which require emergency response procedures including the use of protective clothing equipment, firearms and other gear. Detectives may be assigned to work varying shifts and are subject to call out for major crimes on a 24 hours basis including weekends and holidays.

MINIMUM REQUIREMENTS:

- A minimum of two (2) years experience as a commissioned Police/Patrol Officer.
- Successful completion of the 12 month probationary period in the Full Performance Police Officer Classification with the Bellingham Police Department.
- Candidates must meet all minimum requirements for this position within thirty (30) days of the closing date as specified in the examination announcement.

NECESSARY SPECIAL REQUIREMENTS:

- Must be available to respond via telephone to emergency call out.

PREPARED BY: Captain Schenck

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COMMISSION ADOPTION: August 12, 2015

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