

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.12 Job Specifications – Police Detective			
Effective Date:	3/20/1980	Revision Date:	9/1/2002	
Action:	A-22		Number of pages:	2

DETECTIVE

I. CHARACTERISTICS OF THE CLASS

Under direction of a designated division supervisor, is responsible for conducting investigations of criminal activities with considerable independence for taking actions needed to obtain evidence and prepare cases for presentation. Responsible for initiating and maintaining effective contacts with informants, other law enforcement organizations, businesses, civic groups and individuals. Work is reviewed through observation, conferences and written reports for adherence to established policies and procedures. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

- A. Investigates incidents of crime as they are reported to the police; conducts follow-up investigations; serves arrest warrants; makes arrests.
- B. Locates and preserves evidence; prepares intelligence reports.
- C. Locates suspects and witnesses; takes testimony and interrogates; interviews victims and witnesses; ensures completeness and legal adequacy of information.
- D. Prepares a variety of arrest and court related documents; writes reports; serves subpoenas; provides court testimony; maintains records.
- E. May speak at public functions and maintains public relations by maintaining working relationships with and knowledge of agencies to which victims/witnesses can be referred when necessary for successful prosecution.
- F. May perform all duties of a police officer.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an

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employment contract between the City and the employee and is subject to change by the City as the needs of the City.)

III. REQUIREMENTS

A. Training and Experience:

Five (5) years work experience in law enforcement three (3) of which with the Kenosha Police Department. Specialized training in criminal investigation is desirable.

B. Knowledge, Abilities and Skills:

1. Knowledge of law enforcement principles and practices.
2. Knowledge of rules of evidence.
3. Knowledge of applicable laws.
4. Knowledge of court requirements for cases.
5. Ability to prepare comprehensive case for presentation in court.
6. Skill in conducting interviews and interrogations.
7. Skill in preparing reports of testimony.
8. Skill in using firearms and driving a police vehicle.

C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:

1. Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

1. Task requires color perception and discrimination without impairment. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.

F. Possession of a valid driver's license and a good driving record.

FLSA Status: Non-Exempt