



## City of Grants

### POSITION DESCRIPTION

**POSITION TITLE:** Detective/Investigator

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Chief and/or assigned Lieutenant

**SUPERVISES:** N/A

**Detective/Investigator Division:** Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.

**POSITION SUMMARY:** The Detective/Investigator is responsible for investigating misdemeanor and felony crimes, writes criminal complaints, affidavits, supervises crime scenes, collects evidence, and testifies in court. This position requires daily contact with City Employees, outside agencies, and the general public. This position is a safety sensitive position and subject to random drug testing.

#### PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:

The Detective/Investigator must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Respond to in-progress calls required immediate law enforcement assistance.
- Collect, analyze and preserve evidence.
- Investigate complex criminal activities or local, federal or state law violations.
- Direct crime-scene investigators or other law enforcement personnel at crimes scenes.
- Gather evidence and make informed decisions and conclusions by employing deductive reasoning and analysis that leads to prosecution.
- Write detailed reports, file and maintain all records while maintaining strict confidentiality.
- Coordinate search and arrest warrants, arresting suspects as necessary.
- Testify in court about findings and evidence.
- Receives calls from and assists other law enforcement agencies.
- Coordinates with supervisor on progress and problems concerning assigned cases.
- Assists other Detectives with follow-up investigations, and is actively involved in routine gathering of evidence, questioning of witnesses, apprehension of suspects.
- Provides information and guidance to the public/victims regarding case status and processes.
- May review reports submitted by officers and /or other Detectives to insure completeness.
- Undergo continuous training as needed.
- Maintains strict confidentiality of privileged communications and information and complies with privacy laws and regulations
- Assists with maintaining confidential records, reports and IPRA's. (*Inspect Public Records Request*)
- Promotes and assists with positive relations with City staff, and the general public.
- Tracks case dispositions for disposal and release of evidence and property.
- Participates in training. Must attend all mandatory training required by the Police Department and the City.
- Performs all duties required of a police officer.

*The above statements are not a complete list of all responsibilities and duties performed by employees in this job. As a condition of employment, employees are required to perform other related duties and special projects as assigned.*

**MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:**

- High School diploma, GED or equivalent required;
- NMLEA Police Certification
- Law Enforcement experience of 3-5 years.
- Must have oral and written communication skills in the English Language.
- Proven working experience as Criminal Investigator of 3 years or more.
- Know the rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.
- Hands-on experience with crime scenes analysis and forensic science.
- Proficient in interpreting evidence and reconstructing events.
- Ability to observe minute details and to produce detailed reports.
- In depth knowledge of criminal law, rules and legislation.
- Familiarity with all evidence types (e.g. circumstantial, direct, trace, hearsay etc) and the rules governing their admissibility.
- Thorough understanding of the investigation process and the unique circumstances of each case.
- Strong analytical skills along with good interviewing and interrogation skills.
- Honest and ethical with high levels of integrity and confidentiality.
- Must possess or be able to acquire a New Mexico Driver's License and have and maintain a good driving record.
- Must pass a pre-employment drug test and extensive background check.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of laws, legal codes, court procedures, government regulations, executive orders, and agency rules.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Shall handle all crimes, reports, or information pertaining to investigation, or any special investigation assigned to them by their supervisor and or the Chief.
- Shall follow the Department Policies and Procedures Manual, and shall execute general orders, special order, and or memorandums.
- Knowledge of proper handling and storage of potentially hazardous evidence such as blood, firearms and other weapons, ammunition, gasoline, and controlled substances.
- Knowledge of the rules governing the processing, release and destruction of evidence and of the basic function of law enforcement is required.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City/Police ethics and conflicts of interest policies. A Strong understanding of ethical behavior is required.
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgement in evaluating situations and in making decisions.
- Ability to follow verbal and written instructions.
- Ability to learn the City's geography.
- Maintain a professional demeanor.
- Ability to perform work requiring good physical condition; effectively communicates verbally and in writing; in person and by two way radio and telephone, occasionally under stressful conditions.
- Investigate suspicious situations, crime scenes, and accidents to determine if an offense was committed.
- Maintain chain of custody on property.
- Process and transport prisoners and maintain all booking, property and status records of prisoners.

- Secure crime scenes; identify witnesses and suspects, photograph, fingerprint and obtain statements. Make proper notification.
- Ability to remember details, organize the sequence of events, and document detailed accounts in writing.
- Successfully complete the Department Field Training Program and required trainings by the PD and City.
- Assume responsibility for your actions.
- Consistently demonstrate maturity, honesty, and integrity.
- Ability to analyze emergency situations and react quickly, calmly, and correctly to act effectively, giving due regard to hazards and circumstances.
- Ability to function effectively in emergency situations.
- Ability to be punctual and regular in attendance and to work weekends, holidays, rotating shifts and overtime as required.
- Ability to respond in-person to emergency events as requested.
- Ability to speak, read and understand the English language and possess good verbal and written skills,
- Working knowledge of department city-owned equipment and ability to perform inspections and light routine maintenance.
- Understand the follow the department's policies and procedures regarding chain of command reporting.
- Ability to maintain accurate logs, activity reports and other records.
- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection investigation and arrest of persons involved in crimes or misconduct.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operations activities.

#### **GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

SUPERVISORY CONTROLS: The Lieutenant – assigns work in terms of general instructions. Work is reviewed for accuracy, compliance with established procedures, and the nature and propriety of the final result.

GUIDELINES: Guidelines include State and Federal laws, city ordinances, court rulings, constitutional guidelines, training manuals, city and department policies and procedures, and supervisory instructions. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work. Officers must display the ability to rapidly make accurate decisions in critical situations.

SCOPE AND EFFECT: The purpose of this position is to protect life, property, preserve the peace and enforce federal, state, and local laws. Successful performance helps ensure the safety and well-being of citizens and contributes to the efficient and effective operation of the department. PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, other

emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, interview persons, resolve problems, and negotiate or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The work also requires the ability to climb stairs and to work at varying heights. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and must have vision acuity to read and recognize objects at various distances. The employee must also use the physical force necessary to arrest and restrain persons.

**WORK ENVIRONMENT:** The work is performed indoors, in vehicles, and outdoors. The employee may be exposed to inclement weather, noise, dirt, dust, contagious or infectious diseases, and life-threatening situations. The work requires the use of protective clothing devices.

**PHYSICAL DEMANDS:** The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and finger dexterity to operate office equipment, including telephones, printers, photocopiers, scanners and computer equipment. Employee must be able to, reach with hands and arms, and talk and hear in order to communicate orally via telephone, and in-person. The employee is frequently required to change positions, walk, and may be required to stand for extended amounts of time. This position requires the employee to occasionally lift and/or move object weighing up to 50 or more pounds, such as boxes and stacks of records. Employee may be required to perform vehicular travel between other City or State buildings. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves the everyday discomforts typical to office work, with occasional exposure to outside elements. When working at the City offices, the environment may vary dependent on the schedule of events. Incumbent may occasionally be required to work extended business hours and weekends, including City events, emergency situations, and availability to attend evening meetings.

Job requires being open to change (positive and negative) and to considerable variety in the workplace  
Job requires a willingness to lead, take charge, and offer educated opinions, direction, and guidance.  
Job requires a willingness to take on responsibilities and challenges.

**EXAMPLES OF WORK EQUIPMENT:** Computers, typewriters, copy machines, fax machines, printers, scanners, calculators, telephones, mail processing equipment, analog/digital audio, audio/video and photographic software and hardware duplication equipment, transcription machines, and automobiles, etc.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department. The employee may be required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to perform multiple tasks simultaneously, and to work closely with others as part of a team. The employee is highly visible and will interact with the public on a regular basis; and must be able to provide exemplary customer service in this position.

The noise level in the work environment is usually minimal but may be moderate during special events/programs.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.**

**CITY MANAGER'S SIGNATURE:**

*the following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
*City Manager*

\_\_\_\_\_  
*Date*

**EMPLOYEE'S SIGNATURE:**

*the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.*

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*