



OAKCREEK
— WISCONSIN —

Position: Police Detective/Investigator
Department: Police
Division: Administrative Division

Location: Police Station
FLSA Status: Non-Exempt
Union: PPA

Summary Description

The Police Detective/Investigator conducts specialized and routine investigations of criminal offenses utilizing expertise obtained from specialized training and experience. The Detective/Investigator receives overall supervision from the Captain of Administrative Division, and direct supervision from the Lieutenant of Detectives.

Supervision/Accountability

This position is Accountable directly to and receives direct supervision from the Lieutenant of Detectives or, in the absence thereof, the Administrative Captain; and has supervisory duties as delegated in the Incident Command System.

Major Duties/Essential Functions

Performs skilled investigative work involving alleged crimes against persons or property, in the office and the field under minimal supervision. Searches crime scenes for and secures evidence to be reported for classification.

Receives civil complaints and makes general information reports. Prepares and serves search warrants.

Obtains written or tape-recorded statements, depositions, or admissions. Questions or interrogates complainants, witnesses and suspects; apprehends suspects and makes arrests. Provides for witness or victim preparation and management, including transportation as necessary.

Contacts other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, NCIC, FBI, DEA, ATF, and other criminal history or intelligence resources.

Plans and organizes investigations independently. Prepares for and presents professional testimony in all courts requiring his/her attendance and testimony.

Reviews cases being prepared by assisting officers for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court. Assists in case reviews or plea bargaining negotiations with defense counsel as requested by the prosecuting attorney.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required. Prepares, submits, and follows-up on crime laboratory requests.

Coordinates with the Medical Examiner personnel assigned to handle death investigations. Attends autopsies as required.

Provides specialized technical skills at the scene of any major crime or occurrence. Reviews reports as assigned and follows up on leads as required or assigned.

Personally responds to major crime scenes and shall be responsible for the management of the crime scene, including processing of evidence, interviewing of witnesses and suspects, and overall coordination of apprehension efforts.

Undertakes community oriented police work, and assists citizens with such matters as disabled vehicles, crime prevention, narcotics investigations and educational talks, traffic safety, etc.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, District and City Prosecutor's Offices regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about department activities.

Prepares annually one (1) realistic achievable objective which improve the operations of the bureau.

Minor Duties/Responsibilities

May be assigned to conduct detailed background investigations of prospective department employees.

Assists in providing training to department officers in the area of criminal investigations.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Confers with Lieutenant of Detectives on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction. Shall keep the lieutenant assigned to the detective bureau apprised daily of any major incidents which would require releasing media information.

Responsible for the proper care and maintenance of department equipment which is issued to him/her. Keeps all equipment and vehicles clean and operating smoothly; services assigned equipment with fuel and checks oil levels; safety checks and adjusts mirrors and windshield wipers and lights.

Assists in developing plans for special assignments such as crowd control, hazardous communications, training programs, drug enforcement unit, crime prevention, gang operations, and emergency aid

activities.

Establishes and maintains a positive working relationship with members of the community and other employees.

Projects a positive professional image as stated in the Oak Creek Police Department Mission Statement.

Attends training courses, meetings, conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents. Attends meetings and represents the department when so assigned. Shall keep himself/herself abreast of modern police techniques in matters pertaining to his/her duties.

Responsible for notification to other City departments of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Shall provide necessary emergency medical assistance as required within the scope of his/her training.

Serves as a backup for traffic control, police patrol, crime prevention or other policing functions as required.

Performs the duties of a police officer as required by law. Responsible for the enforcement of all laws and ordinances.

May be assigned to perform an investigative role on a regional team which responds to officer involved critical incidents.

Performs other duties as assigned.

Knowledge

Carries out duties in conformance with Federal, State, County, and City laws and ordinances. Shall be thoroughly familiar with and responsible for following all department rules, regulations, policies, and procedures pertaining to the performance of a police officer's duties. Thorough knowledge of Wisconsin statutory laws and of the State judicial system. Knowledge of investigative methods and practices. Must have a strong working knowledge of court procedures. Must have substantial knowledge of modern scientific investigative techniques and the ability to use this knowledge. Knowledge of national, state and local laws and criminal codes. Extensive knowledge of City geography including streets, alarm locations and the building locations. Thorough knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the department. Knowledge and understanding of work rules.

Skill/Ability

Must be physically able to perform the duties required of a police Detective/Investigator. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and

to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to perform work requiring good physical condition. The ability to present evidence and testify at hearings and court cases. The ability to establish and maintain working relationships with the public, department staff, and other law enforcement representatives. Ability to qualify as required by the department in the use of all weapons authorized for his/her use.

Ability to learn to apply standard police investigatory procedures and crime prevention techniques; Ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Ability to communicate effectively verbally and in writing with the public and other law enforcement professionals. Ability to use computer equipment to access, retrieve, or input information. Ability to work independently with regular review of work product. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to exercise sound judgment in evaluating critical situations and in making decisions; Ability to follow verbal and written instructions; Ability to learn the City's geography. Ability to act effectively in emergency and stressful situations.

Skilled in all types of equipment and vehicle operation. The ability to accept responsibility, to make decisions and to effectively prioritize work. Ability to ensure and follow standard safety practices and procedures; Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain office data, reports and systems; Ability to perform required mathematical computations.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Must have a minimum of high school diploma or GED certificate. Must have a minimum of four (4) years of law enforcement experience with the Oak Creek Police Department.

Physical Demands

The physical demands described here are 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.

Detectives must be able to also perform the duties of patrol officers as many of the physical duties may overlap. Some of the detective work is performed in field settings. Considerable outdoor work is required in the inspection of various incident scenes. Must be physically capable of moving about on incident scenes. A high degree of hand-eye coordination is necessary to operate testing equipment and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to bend, stand; walk; use hands and fingers; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must also be able to run, grapple, climb, balance, bend, push and twist while performing normal operations. The employee must occasionally lift and/or move up to 50 pounds and occasionally in excess of 100 pounds, and the ability to climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

License/Certifications

Certified Police Officer by the Wisconsin Department of Justice, Division of Training and Standards. Possession of a valid Wisconsin motor vehicle operator’s license is required. Loss of license may be cause for demotion or termination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Police Chief

Revision History:
April 1, 2020
March 8, 2018
September 6, 2002
July 16, 1993
January 12, 1998

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