ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Detective
Job Code: 6166
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to investigate criminal activity, gather evidence, prepare cases for prosecution and to enforce all local, state, and federal statutes, ordinances, laws, and regulations.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Investigates crimes and related law enforcement problems: conducts investigations of criminal activity, such as financial, vice, homicide, abduction, missing persons, child abuse/neglect/exploitation, abuse of elderly, drugs, auto theft, property, robbery, assault, gang-related, or other crimes; conducts surveillance and undercover operations; coordinates investigation activities with other law enforcement agencies; and manages assigned caseload of investigations.

Secures and examines crime scenes for clues and evidence: makes photographs and diagrams of crime scenes; collects, evaluates, records, and preserves evidence, including digital evidence; maintains control and chain-of-custody over physical evidence gathered; ensures proper handling, packing, and transport of evidence to crime laboratories.

Gathers and evaluates evidence: identifies and interviews victims, witnesses, and suspects; advises victims or other parties of their rights; takes statements and verifies truth/accuracy of statements; obtains search warrants; conducts searches of premises, property, persons, or digital storage devices and electronic records; and seizes property as appropriate.

Determines whether sufficient evidence exists to substantiate an arrest: prepares and presents lineups; obtains arrest warrants; makes arrests; and advises suspects of their rights.

Documents all investigative information and activities: prepares detailed case reports and records; logs and organizes evidence; reviews and evaluates crime reports; compiles, maintains, and reviews various statistical data; performs research; and reviews laws for application.

Participates in court activities: prepares cases for prosecution; coordinates with City, county, or state attorneys regarding investigations, evidence, and prosecution of cases; and testifies in judicial proceedings.

Conducts polygraph examinations for pre-hire screening of department employees and criminal investigations: evaluates results and determines truthfulness and accuracy of answers; produces and submits reports detailing results and findings; maintains the polygraph instruments and components; maintains and preserves polygraph results, information, and data; completes quality control reviews on other examiner's tests; and ensures compliance with applicable policies, procedures, rules, regulations, and standards.

Operates and maintains motor vehicle, standard hand and power tools, firearm, surveillance systems, specialized digital forensic hardware and software tools, ballistic equipment, polygraph equipment, and other law enforcement equipment.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, technology, advances, and practices relating to law enforcement and investigation techniques; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, victims, witnesses, suspects, attorneys, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, incident reports, confidential informant worksheets, property sheets and seizure forms, investigation funds, search and arrest warrants, various forensic reports, medical records, discovery documentation, interview transcripts, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Criminal Justice or a related field required; supplemented by three years of experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid North Carolina Advanced Law Enforcement certification. Depending on area of assignment, may be required to obtain and maintain additional certifications.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites,

explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.