

## **POLICE DETECTIVE**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direction of the Police Chief or designee, conducts investigations of crimes and serious accidents or deaths which may have involved criminal conduct. The incumbent interviews victims, witnesses, and suspects; and assists in obtaining physical evidence. The Police Detective does not normally exercise supervision over other departmental employees, but may occasionally work with/and coordinate investigative efforts of uniformed personnel. Incumbents prepare all appropriate documentation to make arrests and work closely with the District Attorney's Office in prosecuting cases in court. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Responds to crime scenes to interview victims and witnesses, and to assist in gathering physical evidence;

Conducts criminal investigations: interviews victims, witnesses, suspects. Prepares reports, takes statements, prepares legal documentation, information, search warrants, etc.;

Conducts searches for evidence and latent fingerprints;

Maintains evidence and fingerprint file;

Assists prosecuting attorneys in the preparation of cases for Grand Jury and trial;

Maintains liaison with and assists other agencies such as courts, the District Attorney's Office, Social Services, Medical Examiner's Office, and other law enforcement agencies;

Assists police officers, and other law enforcement personnel, in investigating crimes and other incidents;

Testifies at all hearings, Grand Juries and trials regarding investigation results;

Conducts surveillances and undercover work;

Makes arrests;

Attends and conducts advanced training in specialized areas such as homicide, arson, organized crime and sex offenses;

Performs background investigations and assists in other investigations as needed or assigned by supervisor.

The above examples of duties are intended only as illustrations of the various types of work 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.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Good knowledge of the New York State Penal Law, Criminal Procedures Law and the motor vehicle and traffic laws; good knowledge of the rights and protections provided individuals by the Constitution of the United States as they relate to the New York State Laws; good knowledge of the techniques of photography, latent fingerprint search, fingerprint classification and other law enforcement I.D. techniques; good knowledge of investigative techniques, as well as what documents are available for inspection and what constitutes an illegal invasion of privacy; ability to develop sources of information using discretion in obtaining and releasing information; integrity; good language and writing skills; physical condition and skills commensurate with the demands of the job.

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**MINIMUM QUALIFICATIONS:**

**CITY OF BATAVIA**

**PROMOTION:**

Two years of permanent, competitive status as a Police Officer within the department where the promotion is sought.

**VILLAGE OF LEROY**

**PROMOTION:**

One year of permanent, competitive status as a Police Sergeant or Police Officer within the department where the promotion is sought.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.