

City of  
**EDMONDS**  
Washington

**DETECTIVE**

<b>Department:</b>	Police	<b>Pay Grade:</b>	<b>NE 11</b>
<b>Bargaining Unit:</b>		<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Sergeant

**POSITION PURPOSE:** Under general supervision, is responsible for conducting follow-up investigations of crimes reported to the Police Department; gathers information from all persons involved with the case; collects and secures evidence on crimes and analyzes information obtained; coordinates information, case status and progress of cases with the county and city prosecutors; prepares for court presentations and testifies in court on evidence gathered; in addition, writes citations of violations of city ordinances and may perform undercover covert investigations as assigned.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- The Detective has the responsibility for conducting thorough investigations in order to support the closure of a variety of crime cases; conducts follow-up investigations of crimes reported to the police department; gathers information from all persons involved with the case; collects and secures evidence on crimes and analyzes information obtained; coordinates information, case status and progress of cases with the county and city prosecutors; and prepares for court presentations and testifies in court on evidence gathered;
- Receives case load assignments from detective sergeant; collects information and gathers evidence on crimes committed from all persons involved with the case including the general public, informants, other intervening professionals, business institutions, and suspects; investigates reported crimes using current investigative techniques and proper procedures; performs surveillance and practices crime interdiction as assigned; and coordinates case load with other detectives when content areas are duplicated.
- Analyzes information and evidence to determine status of the case and type of charges to be filed; coordinates information and develops strategy with county prosecutor and city attorney, receiving direction and assistance in further development of cases; arranges and serves search warrants and arrest warrants; interviews witnesses to obtain information; makes arrests and interviews prisoners; and prepares cases for court presentations, writes reports, and testifies in court on evidence gathered.
- Maintains current knowledge of state laws, local ordinances and professional investigative techniques and procedures; must manage time wisely and possess the ability to prioritize cases; writes citations of violations of city ordinances and may perform undercover covert investigations as assigned.

## **JOB DESCRIPTION**

### **Police Officer 1<sup>st</sup> Class/2<sup>nd</sup> Class**

When assigned to the following areas, additional duties are described below by assignment:

#### **Narcotics Detective                      Position Reviewed 1/4/2006**

1. The narcotics detective is responsible for all cases and investigations relating to controlled substances, including overdoses by illicit drugs, forged prescriptions, and intelligence received. The narcotics detective will be assigned to the South Snohomish County Narcotics Task Force and will be required to work odd hours in an undercover capacity. The narcotics detective will be required to develop confidential informants and will be responsible for his own buy fund.
2. Required skills and abilities include the ability to work independently; ability to be a self-starter and self-motivated; ability to initiate investigations from confidential informants; ability to organize complex case reports; ability to be a team player; ability to make sound decisions and use good judgment; ability to communicate well; ability to manage stress; ability to establish a working relationship with other law enforcement agencies; skill in report writing, crime scene investigation, and evidence collection; skill in interview techniques; skill in organization and time management; and skill in courtroom testimony.
3. The narcotics detective should have five years experience as a police officer in good standing and be off probation.

#### **ALERT Team:**

- The purpose of the ALERT Team is to assist other departments in unusual occurrence situations, such as civil disorder or activities beyond the scope of normal police response; the ALERT Team consists of members from Edmonds Police Department and other law enforcement agencies from Snohomish County; work requires that the officer be able to make instant sound judgments, follow orders, and work as a team member, yet be able to express their opinion when discussing preplanning or critiques; must be a proficient shooter and must pass the department physical fitness test and the ALERT Team physical fitness test and have two years' experience as a police officer and be off probation.

#### **Required Knowledge of:**

- Principles, practices and procedures used in law enforcement work.
- Police Department organization, policies, rules, and regulations and Federal, State, County, and City laws and ordinances.
- Operations of specialized law enforcement firearms, equipment and vehicles.
- Basic methods of criminal investigation and identification.
- Basic crime scene investigation techniques, preservation and processing.
- Interviewing and interrogation techniques.
- Operation of a variety of specialized police vehicles and equipment.
- General social problems and cultural diversity of citizenry.
- The geographical layout of the City, street names and numbers.
- Interpersonal skills using tact, patience and courtesy.
- First Aid, CPR, breathalyzer and radar procedures, methods, and techniques.
- Technical aspects of field of specialty, if assigned.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- Effective communication principles and practices to include public relations and customer service.
- Principles of report preparation.
- English usage, spelling, grammar, and punctuation.

#### **Required Skill in:**

- Applying law enforcement principles, practices, methods, and techniques.

**JOB DESCRIPTION**  
**Police Officer 1<sup>st</sup> Class/2<sup>nd</sup> Class**

- Preserving and processing crime scenes.
- Protecting the lives, property and constitutional rights of the citizens of Edmonds.
- Exercising independent discretion when responding to emergencies.
- Responding to crime and emergency scenes and taking immediate and appropriate action.
- Maintaining proficiency in driving, the use of firearms, defensive tactics, and in arrest control techniques in accordance with departmental guidelines.
- Preparing clear and concise reports.
- Presenting evidence and testimony in court.
- Applying and administering proper first aid and CPR techniques and methods.
- Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
- Establishing and maintaining cooperative and effective working relationships with others.
- Understanding community and social conditions to determine needs.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform work.
- English usage, spelling, grammar, and punctuation.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School Diploma/GED Certificate; must meet all minimum entrance standards including successfully passing a background investigation that includes reference checks, a complete criminal records check, a polygraph examination, as well as a medical and psychological exam; and successful completion of basic law enforcement academy after hire.

- - 4. A detective should have at least five years experience as a police officer, in good standing and be off probation.

**Licenses or Certifications:**

Possession of valid Washington State Drivers License; successful completion of Washington State Basic Law Enforcement Academy or equivalent academy Certification. Some positions may require additional certifications based on area of responsibility or specialty.

**Work Environment:**

- Work is generally performed inside and outside in all types of weather; depending on the specialty assignment, may regularly be required to lift or carry items weighing up to 50 pounds, with some assignments requiring more; regularly is exposed to dangerous machinery, potential physical harm, extreme weather conditions, and infectious disease; and is occasionally is exposed to hazardous chemicals, hostile or combative individuals, and moving traffic/traffic hazards when responding to incidents or service calls, conducting investigations, and working around law enforcement emergencies and crime scenes.

**Incumbent Signature:** \_\_\_\_\_

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

**Department Head:** \_\_\_\_\_

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