

City of Black Hawk
2024 Job Description

JOB TITLE:	Police Detective	DEPARTMENT:	Police Department
REPORTS TO:	Police Commander	EXEMPT:	No
SALARY RANGE: \$46.1549 - \$64.6169 / HR			

SUMMARY

Performs professional and technical police investigation work required to collect facts and determine circumstances relative to reported or discovered petty, misdemeanor, and felonious criminal offenses committed within the City of Black Hawk.

SUPERVISION EXERCISED

Generally, a Detective does not supervise other employees, but occasionally may be tasked to be an Acting Sergeant. Training of new detectives and patrol officers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform follow-up investigation of assigned cases to include interviewing of potential witnesses, suspects and victims; the collection and preservation of possible physical evidence, the initiation of criminal background checks and investigation of suspects.
- Develop leads, collect and analyze facts and data necessary for the development and documentation of probable cause and for the solution of assigned cases.
- Confer and cooperate with other law enforcement agencies and individuals for the continuing investigation of cases, suspects, etc.
- Attend meetings with law enforcement and business personnel to exchange data and information relative to criminal activities in the area.
- Confer with the District Attorney's Office and prosecuting attorneys relative to the investigation of assigned cases, the preparation of formal charges, and the obtaining of warrants or summonses.
- Prepare reports and record information relative to the investigation of criminal cases; document the development of probable cause in the solution and or clearing of criminal cases.
- Make arrests of suspects in cases where evidence is developed and probable cause is established.
- Testify in court concerning the investigation of cases and the charging of individuals with the commission of criminal acts.
- Use and maintain police vehicles and a wide variety of equipment including film, video and digital cameras; radios, typewriters, copy machines and computers.
- Attend in-service training as required, and performs other such duties as required of a position of this type.
- Perform general duties of a supervisor as assigned.
- Conduct internal investigations as directed.
- Assist in uniformed patrol as directed.

- Respond to radio calls.
- Conduct surveillance, intelligence gathering and undercover operations as needed.
- Attentive to quality of life issues in the residential and business areas of the city.
- Analyze cases in efforts to look for criminal patterns.
- Release of property and evidence as needed.
- Scheduled on-call duty.
- Attending post mortem examinations in cases where a death is suspicious or the cause is not readily apparent.
- Conducting background investigations on applicants to the police department.

QUALIFICATIONS

Knowledge of:

- Modern approved principles and practices of police work.
- Modern approved principles and practices of criminal investigation.
- Controlling laws and ordinances of investigation and interviewing techniques.
- Crime scene processing and evidentiary procedures.
- Federal guidelines regarding the dissemination of criminal intelligence.
- First-aid techniques.

Ability to:

- Interact tactfully, firmly and courteously with the public to obtain information through effective interviews and interrogation.
- Communicate clearly, concisely and effectively orally and in writing.
- Complete detailed reports, case filings, warrants, and lab requests.
- Analyze situations quickly, objectively and determine the proper course of action to be taken.
- Adapt quickly to changes in schedule or priority.
- Use equipment, firearms, vehicles and office equipment used in law enforcement.
- Read, analyze and interpret general Department periodicals, professional journals, policies and procedures, or governmental regulations.
- Respond to inquiries from the general public, citizens, regulatory or law enforcement agencies.
- Use computers and the internet to gain information for use in background and criminal investigations; and to complete offense reports and documents related to the everyday business of the police department and city.

Certifications:

- Valid Colorado driver's license with a safe driving record.
- Certified as having successfully completed the basic course of an accredited police academy meeting **P**eace **O**fficer **S**tandards and **T**raining requirements.
- Current First-Aid and C.P.R. card.

Age:

- Must be at least 21 years of age at the time of appointment

EXPERIENCE AND EDUCATION

Experience:

- Police Officer. Eligibility determined by the Chief of Police.

Education:

- High school diploma or general education degree (GED).
- Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.
- N.I.M.S. training as required for a police detective.

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

- While performing the duties of this job, the employee may be exposed to blood, other bodily fluids/products, communicable diseases, grease/oil, a variety of fumes or airborne particles, extreme temperatures, solvents or chemicals, electrical hazards, various weather conditions, vehicular traffic, weapons of mass destruction, natural disasters and smoke.
- May be required to use physical force to restrain violent, combative individuals; and may be required to use or be subjected to deadly physical force.
- May be involved in high-stress situations with little or no warning and be involved for long periods of time.
- While performing the duties of this job, the employees are regularly required to walk, sit, use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; stand, and smell.
- The employee must regularly lift or move more than 100 pounds.
- The employee must be able to wear a police uniform and related equipment that can weigh up to 30 pounds.
- Specific vision abilities required by this job are close and distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- May work in adverse weather conditions. Placed on-call for periods when off-duty.
- May work near moving mechanical parts and in high, precarious places.
- Frequently drive or be a passenger in a motor vehicle, being seated for long periods of time. Operate a motor vehicle in adverse weather conditions and operate or be a passenger in a vehicle operated at high speeds.
- The noise level in the work environment is usually moderate.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use department provided safety equipment, to include but not limited to: seat belts, body armor (when on a uniform patrol assignment or as warranted in a plain-clothes capacity), safety glasses, ear protection etcetera.

COMMENTS:

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ **Date:** _____