

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 21, 2022

POLICE DETECTIVE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the investigation of crime and the collection of evidence. The duties are performed in accordance with Federal, State and local laws, rules, regulations and ordinances. Employees of this class work independently or as a member of a team on unresolved investigations or to enhance solved cases. Assignments are received from, and priorities are set by a supervising officer. The nature of the work requires that incumbents may perform the duties at irregular hours, including evenings and weekends, and may be on call 24 hours a day. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Investigates suspected or reported crimes such as felonies, attempted felonies, unresolved misdemeanors and other investigations as assigned;
2. May direct investigation activities at crime site;
3. Collects, organizes and analyzes evidence for admissibility using standard and covert techniques such as interviewing witnesses, complainants and victims, searching records, surveillance of persons, property and activities and corresponding with other law enforcement agencies;
4. Analyzes criminal events to determine patterns and trends in criminal violence occurrences;
5. Conducts interrogation of suspects to obtain information;
6. Maintains written records and related materials on cases under investigation, keeping notes on investigative activities and findings;
7. Organizes materials and submits written reports or makes oral presentations on all activities, progress and final determinations of investigations;
8. Apprehends and arrests persons suspected of committing crimes;
9. Works in conjunctions with the District Attorney's Office;
10. Prepares and presents testimony and evidence in court, supporting charges made against a suspect;
11. Motivates, provides emotional support and prepares witnesses for testimony in court and assures their presence, if appropriate;
12. May assist in training programs as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of law enforcement; Good knowledge of the generally accepted techniques of investigation; Good knowledge of the rules of evidence; Good knowledge of what constitutes evidence; Good knowledge of the methods for safeguarding evidence; Good knowledge of New York State Law including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Alcohol and Beverage Control Law, the Family Court Act and local laws, rules, regulations and ordinances; Good knowledge of weapons and their capabilities; Ability to establish and maintain sources of information; Ability to identify, collect and secure evidence and records; Ability to analyze and evaluate evidence and identify inconsistencies or conflict in information; Ability to interview and interrogate people; Ability to give clear and accurate testimony; Skill in the use of firearms; Good powers of observation; Good oral and written communication skills; Good judgment; Physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS:

Eligibility for participation in the promotional examination: Candidates must be permanently employed in the North Tonawanda Police Department and have four (4) years of full-time permanent competitive status as a Police Officer or Deputy Sheriff, one (1) year of which must have been with the North Tonawanda Police Department, immediately preceding the date of the written examination.

Eligibility for permanent appointment from eligible list: Candidates must be permanently employed in the North Tonawanda Police Department and have five (5) years of full-time permanent competitive status as a Police Officer or Deputy Sheriff, two (2) years of which must have been with the North Tonawanda Police Department, by the date of permanent appointment.

MINIMUM QUALIFICATIONS: Five (5) years of permanent competitive class status as a Police Officer.

SPECIAL NOTE: After 9/1/84, no person shall be eligible for appointment nor shall be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the Constitution of the State of New York, or has previously served as a member of the New York State Police. Chapter 1016 of the laws of 1983, Section 58 1-b, New York State Civil Service Law, MSD-CL-23-83.