

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

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POLICE DETECTIVE, 2223

Summary of Duties: A Police Detective performs preliminary and follow-up investigations of crimes; does surveillance work to detect or prevent crime; may supervise or coordinate the activities of a detail or unit engaged in investigating various crimes or activities; and does related work.

Distinguishing Features: A Police Detective conducts complete investigations of various specialized crimes or activities. This work differs from that of a Police Sergeant in that the latter usually supervises a group of employees engaged in more general public safety functions. A Police Detective receives assignments in general terms and work is reviewed for results attained. A Police Detective is responsible for reviewing and weighing evidence, and determining the scope of subsequent investigation. A Police Detective must be able to interpret and apply on a relatively high technical level laws, ordinances and procedures involved in the handling and follow-up of investigations and prosecution. A Police Detective differs from a Police Lieutenant in that the latter normally supervises a police team or section.

When in a supervisory position, a Police Detective is responsible for the full range of supervisory activities including action of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

Examples of Duties: A Police Detective:

- ! Performs complete preliminary and follow-up investigations of crimes either independently or as a member of a police team;
- ! Acts as a desk officer answering public inquires and providing booking information and approvals for persons arrested by uniformed police officers;
- ! Interviews victims, witnesses, and complainants;
- ! Supervises and coordinates investigative activities at crime scenes;
- ! Apprehends, interrogates, and arrests suspects;
- ! Prepares reports and evidence for submittal to the District or City Attorney for obtaining legal complaints;
- ! Assists District or City Attorney in the prosecution of suspects;
- ! Testifies in court;
- ! Investigates personal, financial, and criminal backgrounds of applicants for police permits;
- ! Investigates complaints against permittees;
- ! Prepares reports and appears before the Police Commission;
- ! Assists, or assumes the duties of a watch commander;
- ! Performs and supervises crime statistical analysis and report auditing;

Examples of Duties (Cont'd):

- ! Testifies in court as an expert in a specialized area such as narcotics;
- ! Conducts follow-up investigations on felony traffic accidents;
- ! Conducts highly specialized and technical investigations in such areas as homicide, major fraud, and major robberies in a specified division or area;
- ! Performs specialized surveillance of known or suspected criminals;

- ! Gathers intelligence through research, observation or informants;
 - ! May act as an assistant leader of a specialized investigative team;
 - ! As a member of a police team, investigates various kinds of crimes in a specified geographic subdivision;
 - ! Participates in community relations activities;
 - ! May work in conjunction with uniform personnel in the investigation of various kinds of crimes;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Proper methods for collecting and preserving evidence;
- ! Local, State and Federal computer systems and databases used in criminal investigations;
- ! The techniques used to obtain information by interrogation, investigation, and observation;
- ! Criminal law and court procedure relating to apprehension, arrest, prosecution, evidence, searches and seizures, and the elements of offenses;
- ! Officer safety and tactics such as, effecting an arrest and serving search warrants as necessary to preserve safety and protect officers and the public;
- ! Police department policies and procedures in order to complete assignments within department guidelines;
- ! Case load management, organizational and time management skills in order to meet court-mandated dates and Department time constraints;
- ! How to maintain and discharge Department-approved firearms as required to comply with Department policy;
- ! How to properly use safety equipment such as bulletproof vests, rubber gloves, seatbelts and helmets for purposes of ensuring officer safety and to prevent the contraction of communicable diseases.

A working knowledge of:

- ! The organization, functions, and procedures of the Police and related City departments;
- ! Other City department, outside agencies and other law enforcement agencies at level sufficient to know where and how to obtain information in order to successfully complete investigations;

Qualifications (Cont'd):

- ! Computer formats such as Network Communications Systems, Prosecutor Management Information Systems in order to access information on witnesses, suspects, victims and property;
- ! Basic mathematics, such as addition, subtraction, multiplication and division in order to calculate basic statistical percentages of crime and arrest information;
- ! Memorandum of Understanding as they apply to subordinate personnel.

A general knowledge of:

- ! Civil Service commission Rules;
- ! City personnel rules, policies and procedures;
- ! The principles of police administration and police science;
- ! Police Department goals and ethical standards;
- ! Character building and group work techniques and agencies;
- ! The causes and methods of treatment of juvenile delinquency.

The skill to:

- ! Use firearms.

The ability to:

- ! Communicate orally with subordinates, supervisors, co-workers, outside agencies, public and court testimony in order to gather and exchange job-related information;
- ! Evaluate information such as criminal methods of operations, crime patterns, statements, and evidence in order to organize and document facts as required to solve crimes, make arrests and present completed cases and investigations to supervisor and/or prosecuting agencies and receives stolen property;

- ! Write at a level sufficient to document facts in an investigation in order to convey ideas in a concise and organized manner;
- ! Remember specific facts at a level sufficient to recall key details of crime, information on suspects, victims, witnesses, vehicles and property as required to successfully complete investigations;
- ! Establish and maintain a work environment to enhance both employee morale and productivity;
- ! Supervise and instruct subordinates;
- ! Obtain information through interrogation, investigation and observation;
- ! Analyze situations and to adopt quick, effective and reasonable courses of action;
- ! Deal effectively with the public;
- ! Interpret charts and graphs;
- ! Prepare and direct the preparation of clear and comprehensive reports and records.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

Four years of experience as a Police Officer with the City of Los Angeles is required.

The following may be substituted for up to a maximum of one year of the required experience:

1. Credit given by a recognized college, university or junior college may be substituted at the rate of one year of such education for three months of Los Angeles Police Department service. The rate of substitution is treated as equivalent to three days of LAPD service per semester unit, or two days of service per quarter unit.
2. Experience as an officer in a public nonmilitary law enforcement agency (other than the Los Angeles Police Department) may be substituted at the rate of one year of such experience for six months of Los Angeles Police Department service.

License: A valid California driver's license is required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.