

Police Detective (2223)  
Task List

A. INVESTIGATION

1. Reviews investigative reports received from supervising detective in order to determine assigned duties.
2. Listens to supervising detective directions, given in person or on the telephone, in order to determine assigned duties.
3. Drives marked or unmarked police vehicle to and from crime scene, vehicle accident site, service of search and/or arrest warrant, and as part of investigative duties.
4. Takes command of crime scene by directing the activities of detectives, police officers, other sworn personnel, and civilian Department personnel, in order to collect evidence, interview witnesses, victims, and suspects, maintain crime scene integrity, arrest suspects, transport material and personnel, and maintain police officer and public safety.
5. Inspects crime scene using the senses of sight, hearing, smell, and touch in order to familiarize self with scene.
6. Conducts investigation at vehicle accident scene by visually examining debris, measuring skid marks using tape measure and measure meter, getting statements from involved parties and witnesses, directing Department personnel in the collection of physical evidence, and overseeing the reconstruction of accident.
7. Canvasses areas neighboring crime and accident investigation scenes by foot or automobile in order to contact, identify, or locate victims and witnesses, and obtain information regarding an investigation.
8. Gathers physical evidence at crime or accident scene by manually picking up material and placing it in an evidence container in order to document evidence, maintain the chain of custody, and maintain evidence integrity in compliance with property collection procedures.
9. Interviews witnesses, victims, and others involved at investigation scene, at their home, place of business, or at a Department facility by formulating and asking relevant questions in order to gather information for the furtherance of an investigation.
10. Interrogates criminal suspects by formulating relevant questions, evaluating demeanor and history (criminal and personal), determining interrogation strategy likely to elicit information, interpreting verbal and non-verbal responses for false

or misleading responses, and formulating and asking follow-up questions based on previous responses, in order to gather information for the furtherance of an investigation.

11. Surveils suspects and structures by maintaining visual observation and using binoculars, auditory attention, and electronic surveillance equipment, while sitting in parked vehicles in secreted locations, or by following persons, possibly for extended periods.
12. Requests live line-up of suspects, or constructs and shows photo display line-up of suspects to victims or witnesses, for purposes of identification/elimination.
13. Contacts victims and witnesses via telephone or in person and transports them via automobile to crime scene or Department facility for interview and/or participation in line-up for purposes of clarification and/or identification /elimination of suspect.
14. Accesses various internal Department and external computer systems using a computer keyboard by inputting queries and commands in order to retrieve information related to investigation; such as suspect criminal history, juvenile records, court records, and State Department of Motor Vehicles records.
15. Conducts plainclothes street narcotics and vice operation by approaching suspect on foot or in an automobile, completing transaction, and documenting interaction and evidence collected.
16. Completes search and arrest warrant form using a computer keyboard and submits in person or via fax machine to judge for signature in order to take suspect into custody and/or gather evidence for use in prosecution.
17. Searches structures, vehicles, and/or open areas in order to collect contraband and/or evidence related to an investigation in order to further investigation.
18. Reads confiscated printed records and computer files in order to collect information and evidence to further investigation.
19. Uses appropriate force, including the use of bodily force, chemical agent, less-than-lethal weapon, and firearm, in order to subdue suspect and ensure police officer and public safety.
20. Searches suspect for weapons and contraband by physically controlling suspect, visually inspecting suspect, and touching the person and clothing of the suspect in likely hiding places and where suspicious bulges are noticed, in order to collect evidence and ensure police officer safety.

21. Handcuffs suspect by physically controlling the suspect and securing the suspect's hands behind their back in order to prevent flight and to ensure police officer safety.
22. Reads or ensures that suspect has been read their constitutional rights prior to interrogation in order to comply with federal and case law regarding the rights of arrestees.
23. Transports suspect to detention facility via automobile while maintaining police officer safety in order to interrogate and/or book suspect.
24. Completes detention processing forms by hand and using computer in compliance with City and County detention policies and procedures in order to properly identify arrestee, attend to arrestee medical needs, and ensure appropriate segregation of arrestee within the detention facility.
25. Transports evidence and property to Property Division site while maintaining chain of custody and integrity of material in compliance with Department policies and procedures.
26. Completes property documentation forms in consultation with Property Division personnel in order to maintain chain of custody and ensure appropriate storage and disposition of evidence and property in compliance with Department policies and procedures.
27. Travels to and from other jurisdiction via automobile, airplane, or train and escorts suspect taken into custody outside of the City of Los Angeles back to Los Angeles.
28. Serves on a rotational on-call basis for the Department while off-duty in order to be available to respond to crime scene or special incident.
29. Delivers subpoena in person, by U.S. mail, or fax machine to victim and/or witness to notify them of court appearance date; which may include transporting victim/witness to court for appearance.
30. Reviews case documentation before testifying in court in order to remember the facts of a case and to retrieve and transport all necessary material to court for submission as evidence.
31. Testifies verbally and through the presentation of physical evidence in criminal court to describe relevant facts and personal perceptions for the prosecution of those charged with criminal offenses.
32. Conducts internal Department personnel complaint investigation by reading complaint, reviewing complainant's and accused officer's records, determining

course of action, interviewing involved parties, and writing a report of the facts of the case.

**B. ANALYSIS AND DECISION-MAKING**

33. Analyzes and interprets crime statistics found in tables, graphs, reports, and computer printouts in order to identify crime trends.
34. Identifies recurrent problems in a detective unit or geographic area regarding compliance with Department policies and procedures as part of regular duties and in order to determine training needs of Department personnel.
35. Conducts informative and corrective training one-on-one or to groups of sworn and civilian Department personnel in order to educate personnel newly transferred to a unit or area and ensure compliance with proper Department policies and procedures.
36. Determines priorities for category one and category two crimes based on content of preliminary investigation report in order to determine practicality and immediacy of investigation or to meet court orders and department time constraints.
37. Interprets severity of juvenile offense(s), suspect history, and suspect demeanor in order to determine appropriate disposition of case.
38. Evaluates witness and victim presentability and potential effectiveness in court in order to determine, in consultation with the District or City Attorney's Office, whether victim or witness should testify.
39. Meets with team members as part of criminal investigations and street operations to discuss and decide on duties to be performed and contingent plans of action in order to meet unit goals and ensure police officer and public safety.
40. Gives verbal and written work assignments to other detectives and police officers serving in a detective unit in order to accomplish unit goals and further investigations.
41. Makes decisions at crime scenes and in planning investigative activities in order to adequately staff unit, acquire needed equipment, safely deploy personnel, and determine course of action.
42. Reads investigative reports and arrest reports using reference material such as the California Penal Code, Vehicle Code, Municipal Code, Uniform Crime Reporting Guidelines, and District and City Attorney filing policies, in order to determine if elements of crime (i.e., corpus delicti) are evident and whether additional information or corrections are needed.

43. Reviews own investigation documentation and that of others in order to ensure accuracy and completeness prior to presentation to District or City Attorney's Office for prosecution.

C. REPORTING

44. Writes various reports detailing activities of investigations and administrative duties for submission to supervisor for approval or District or City Attorney's Office for prosecution.
45. Writes correspondences to other Department entities, other law enforcement agencies, District or City Attorney's Office, judges, suspects, witnesses, and victims in order to relate information.
46. Collects and maintains suspect, witness, and victim statements and interviews using an audio and video recorder in order to create a permanent and accurate record of information in a case.
47. Photographs and videotapes crime and accident scenes, search warrant locations, victims, suspects, vehicles, and evidence in order to record visual images as evidence in prosecution or in the event of civil action.
48. Documents observations of crime scenes, accident scenes, or locations of evidence in writing, using a digital recorder, or drawing diagrams, in order to record pertinent information for resolution of an investigation.
49. Completes juvenile court petition and submits to the Juvenile Court in order to file criminal charge(s) against juvenile offenders.
50. Creates a physical case file for each investigation, including a written chronological record of activities, photographic evidence, reports of interviews and interrogations, and any other relevant information, in order to complete a permanent record of an investigation and for submission to the District or City Attorney's Office for prosecution.
51. Submits completed case documents and arrestee packages to supervisor for review and approval in order to ensure accuracy, completeness, and compliance with proper procedures.

D. COMMUNICATION AND COMMUNITY RELATIONS

52. Staffs a geographic area's detective desk to greet and talk with community members requiring or requesting police involvement in order to provide effective police service, including conducting initial interview of community member,

completing investigative report, and referring community member to appropriate Department section or outside agency.

53. Talks one-on-one and to groups of community members regarding ongoing criminal investigations and crime prevention activities at crime scenes, as part of follow-up investigations, and at community relations events, in order to inform the public and gain compliance with and acceptance of police activities.
54. Speaks with representatives of the media in order to provide information regarding a crime, investigation activities, and investigation status.
55. Talks with juvenile subjects and parents of subjects regarding criminal offense(s) in order to determine likelihood of recurrence and to prevent and discourage further criminal behavior.
56. Speaks with relatives and friends of deceased and injured persons in a compassionate manner to elicit information aimed at furthering investigation or to make notification of death or injury.
57. Speaks via hand-held, automobile-mounted, or hidden or disguised radio equipment with Department personnel in order to coordinate activities, organize deployment, request assistance, and/or to request information.
58. Notifies supervisors verbally or in writing of planned activities and investigation status in order to request suggested courses of action, gain supervisory approval of actions, or request supervisory presence.