



City of Cloquet Job Description

POSITION: Detective
DEPARTMENT: Police
REPORTS TO: Investigative/Administrative Commander

SUMMARY

Responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services, and the enforcement of laws and ordinances. Detectives are responsible for the investigation of crime, enforcement of all state, federal laws, and City codes.

ESSENTIAL FUNCTIONS OF THE JOB

Conduct/assist with investigations/surveillance on own initiative or request of management

Develops informants for ongoing investigations

Investigates all criminal allegations including child abuse and neglect, manages and protects crime scenes

Locates and apprehends violators

Interviews and interrogates suspects

Coordinates and performs crime scene processing and evidence gathering

Analyses crime trends and patterns

Obtain and execute search warrants

Monitor predatory offenders within the community

Coordinates with clerical staff to ensure all reports are completed and distributed through the court systems per Minnesota statutes

Coordinates with County Attorney's Office the signing of all juvenile petitions, criminal complaints, search warrants, and court orders

Advises, assists, and supervises all officers during an investigation

Controls, secures, returns, and makes final disposition of all evidence obtained

Assists administration in employee background investigations

Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies

Investigates complaints involving violation of City codes, and State and Federal laws

Patrols streets and highways, residential and business areas, and buildings to prevent and protect against criminal activities

Participates in crime prevention, community policing and neighborhood watch activities

Takes crime reports from citizens, files reports and logs activities

Investigates traffic accidents, including preparing reports and gathering evidence

May perform specialized assignments such as Canine Handler, Range Officer, Field Training Officer, DMT operator, crime prevention training, evidence technician, etc.

Ensures proper maintenance and safe operation of all vehicles and equipment

Monitor and keep abreast of incident reports, other logs, emails, bulletins, and teletypes

Supervises patrol officers at crime scenes

Reviews patrol officers' reports to ensure accuracy, completeness, and clarity in reporting

Coordinates activities and ensures that all applicable directives, policies, and procedures are adhered to

Testifies in court

Performs other duties as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities following the City's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Associate degree (A.A.) or equivalent from two-year college or technical school in law enforcement; and three to five (3-5) years minimum experience as a patrol officer, investigative experience preferred. Must attend additional specialized schools (homicide investigation, crime scene, First Witness, etc.)

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare reports and correspondence. Ability to give verbal presentations and speeches. Ability to interview and interrogate suspects, victims, and witnesses. Ability to communicate with all facets of the judicial system and testify in both civil and criminal trials. Ability to communicate with private and business sectors of the community in a daily public relations setting.

MATHEMATICAL SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a wide variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of State and Federal laws, City codes, traffic laws, and regulations.

Knowledge of approved practices, procedures, and techniques required in performing daily law enforcement duties.

Knowledge of rules of evidence, arrest, search, and seizure.

General knowledge of computers, cameras, and video equipment.

Ability to prepare and review reports.

Knowledge of first aid and ability to apply first aid promptly in emergencies.

Ability to supervise personnel and provide effective leadership.

Ability to operate law enforcement related equipment, including firearms.

Knowledge of the collection and preservation of evidence and crime scene processing.

Knowledge and the ability to operate specialized equipment.

Ability to identify controlled substances.

Knowledge of photographic equipment and crime scene photography techniques (crime scenes, accidents, autopsies, injured victims, etc.).

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Police Officer License.

Minnesota Class D Driver's License.

Specialized certification (crime scene technician, homicide investigation, arson investigation, accident reconstruction, First Witness, bias-motivated crimes, etc.) is desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually moderate.