



City of Klamath Falls

Position Description

Position: Police Detective*	Group: Teamsters
Department/Div: Police Department	FLSA: Non-Exempt

Summary

This employee is a sworn police officer, as defined by ORS., under the direct supervision of the Detective Sergeant, and the general supervision of the ISD Lieutenant and Chief of Police. Conducts all major investigations and other criminal investigations leading to the identification, apprehension, and prosecution of criminals in compliance with governing federal, state, and local laws. These tasks are illustrative only and may include other related duties or investigations as directed.

Distinguishing Career Features

The Police represents a working, partial leadership position within a law enforcement career ladder. To advance to Sergeant, incumbents must possess the education, experience and certificates required by the position. Advancement potential exists to Lieutenant based on need and compliance with the stated qualifications.

Essential Duties and Responsibilities

- Investigates all major felony cases for the department.
- Conducts interviews and interrogations of victims, suspects, and witnesses.
- Inspects pawn shops and second-hand stores and checks the records of pawn shops frequently to check for stolen property.
- Maintains investigative liaison with other police agencies, the prosecutor’s office, and the courts.
- Conducts investigations and assists in arrests for outside police agencies.
- Supplies material for warning merchants of current criminal activity.
- Provides training to merchants in dealing with an armed robbery situation, to minimize the personal danger to the merchant and to assist in the subsequent investigation.
- Makes periodic inspections of the liquor establishments to control gambling, prostitution, and liquor violations.
- Prepares complete and detailed reports for the department, the courts, the District Attorney, and other police agencies.

*Police Detective is recognized as a Police Officer assignment, not a classification. – City of Klamath Falls

- Arrests criminals and violators and makes them available to the courts for prosecution.
- Investigates the use and sale of narcotics and dangerous drugs.
- Prepares or causes the preparation of search warrants and warrants of arrest when so indicated.
- Serves search warrants and prepares the returns to the court of issue.
- Conducts special investigations at the direction of the Administrative Services or the Chief of Police.
- Operates and drives a motor vehicle safely and legally.
- Delivers excellent customer service to diverse audiences.
- Maintains effective work relationships.
- Adheres to all City and Department policies.
- Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Must possess the mental and physical ability to provide the basic police service. Must possess extensive knowledge of the Oregon Revised Statutes, the Federal statutes, and the constitution of the United States. Must be thoroughly familiar with the laws of search and seizure, the laws of arrest and confinement. Must possess the ability to collect and preserve evidence, take statements, conduct interviews and interrogations, and properly record the result of the above in a complete and accurate police report. Requires strong interpersonal skills and be able to demonstrate respect for diversity. Requires skills in cooperation, collaboration, and conflict resolution. Must possess skills in public speaking, including the ability to give accurate and intelligent testimony in court.

- **Abilities**

Ability to maintain the standards identified in the Law Enforcement Code of Ethics. Ability to work on multiple investigations, as well as perform necessary detective duties, community service, special assignments, and training as required. Ability to collect, process, and evaluate complex material and information. Ability to resolve situations by making appropriate decisions in complex or sensitive cases. Ability to safely operate unmarked detective vehicles. Ability to learn to use specific computer software necessary to perform the essential functions of the position on time. Ability to prioritize work, perform multiple tasks, coordinate with other law enforcement agencies, service agencies, and departments, and cope with competing and changing priorities. Ability to be flexible, adaptable, and creative. Ability to speak effectively in public. Ability to maintain confidentiality of information and protocols.

- **Physical Abilities**

The physical demands described here (including lifting, mobility, movement, and manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. In the performance of job duties, the employee is frequently required to sit, speak, and listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb, including stairs and ladders; balance; stoop, kneel, crouch, bend, reach, or crawl; smell; run short and moderate distances in foot pursuit; jump and dodge obstacles; lift and carry objects and people; drag and pull objects and people; push/pull heavy objects; use short and moderate duration force with subjects; use restraining devices; use restraining/control holds; and use hands/feet for self-defense. The employee may occasionally be required to engage in physically combative confrontations with resistant and possibly violent individuals to subdue them.

- **Tools and Equipment Used**

In the performance of job duties, the employee may use the following tools and/or equipment: police vehicle, police radio; radar gun; handgun and other weapons as required; police baton; handcuffs; breathalyzer; telephone; cellular telephone; mobile data terminal; personal computer; copy and fax machines; first aid equipment; and, other equipment.

- **Education and Experience**

Must have worked as a Police Officer for 3 years, have acquired a good workable knowledge of the above abilities, and have demonstrated an aptitude for investigations, investigation techniques, report writing, public relations, and the ability to conform to organizational goals and objectives in a positive manner.

- **Licenses and Certificates**

Requires a valid Oregon driver's license and driving record that meets the standards set by the City of Klamath Falls. CPR Certification.
Department of Public Safety and Training (DPSST) Intermediate Certification preferred.

- **Working Conditions**

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. In the performance of the job duties, the employee may frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. Occasional travel, including local and regional meetings, trainings, and regular travel throughout the City. This position may be required to work evenings and weekends.

- **Pre-Employment**

Job offers for this position are contingent upon past job performance, submission of a letter of interest, a recommendation letter from your immediate supervisor, and an oral interview.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.