

## POLICE DETECTIVE

### DEFINITION

Conducts investigations of: crimes against District personnel, students, and other stakeholders; crimes against property belonging to the District, District personnel, students, and other stakeholders; complaints about District personnel; Workers' Compensation Fraud; and conducts background investigations related to school police employees. Investigates 'Hot Line Tips'; and works with other District units and law-enforcement agencies pertinent to criminal and administrative investigations, confidential information, and litigation.

### TYPICAL DUTIES

Conducts investigations of crimes against District property, such as arson, burglary, and vandalism, and files criminal complaints when appropriate.  
Investigates threats and criminal acts against District personnel and students.  
Conducts investigations of District employees suspected of committing criminal acts.  
Conducts background investigations of eligibles for positions in the School Police Department.  
Prepares and writes detailed reports of assigned investigations.  
Maintains contact with law-enforcement personnel, community organizations, and confidential sources of information in order to obtain and provide data.  
Works in concert with other law-enforcement personnel and may advise and assist them in cases related to crimes against the District.  
Performs investigations of a sensitive nature that may not include crimes.  
Prepares and serves arrest and search warrants.  
Assists with unusual occurrences as necessary.  
May assist in training School Police Department personnel in investigative techniques.  
Trains new Police Officers and provides work direction.  
May serve subpoenas.  
May conduct threat assessments.  
May be assigned to a support unit.  
May perform all journey-level duties of a Police Officer.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Police Detective performs investigations of a variety of crimes against District personnel and property and of confidential matters not involving crimes, and acts as liaison with other private and public agencies regarding alleged criminal activities and the apprehension and prosecution of suspects.

A Sergeant supervises Police Officers, School Safety Officers, supervisors, and civilian staff.

A Police Officer performs police work in the prevention, control, and investigation of crimes against District facilities, personnel, or students; the apprehension of suspects; and the protection of District property.

## SUPERVISION

General supervision is received from a Sergeant or higher-level personnel. Provides work direction over investigative procedures to lower-level personnel in specific types of cases.

## CLASS QUALIFICATIONS

### Knowledge of:

- Investigative and law-enforcement procedures and techniques
- Threat assessment processes
- California Penal Code and City and County ordinances and constitutional requirements relating to theft, burglary, arson, malicious mischief, trespass, arrest, search, seizure, and other criminal matters
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Provisions of the Education Code related to law enforcement activities
- Regulations pertaining to the protection of students, personnel, equipment, and buildings and grounds belonging to the District
- Sources of information specifically available for use by law enforcement personnel through the Computer Aided Dispatch System, the Security Information Management System, the Justice Data Interface Controller, and the National Crime Information Center
- Appropriate use of radio broadcasting equipment
- Building security systems and appropriate response procedures
- Special electronic and photographic equipment used in investigations
- Techniques for lifting fingerprints and securing other physical evidence
- Organizational structure of the School Police Department, the District, the courts, the District Attorney's Office, the City Attorney's Office, and other law enforcement agencies

### Ability to:

- Write clear and concise reports
- Gather and recognize salient information and analyze its relationship to matters under investigation
- Interview victims
- Interrogate suspects and witnesses effectively
- Maintain confidentiality of investigation records and proceedings
- Keep accurate records
- React calmly in stressful situations
- Remember names, faces, and details of occurrences
- Deal and interact effectively with minors/students and maintain good relations with District personnel, the public, and other law enforcement personnel
- Obtain information from court records and records of other public agencies
- Collaborate effectively when confronted with a problem
- Effectively identify, address, and resolve workplace disputes, issues, and problems

### Special Physical Requirements:

- Visual field and depth, and color and hue perception
- Hear normal voice-range frequencies
- Agility, strength, and stamina to make apprehensions and to protect self from attack

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, and the completion of at least 60 semester or 90 quarter units or equivalent from an accredited college or university. Required education preferably includes or is supplemented by courses or training in psychology and delinquency prevention.

### Experience:

Three years of full-time experience as a peace officer with a California law-enforcement agency certified to participate in the California Peace Officer Standards and Training (CA P.O.S.T.) program, of which two years must have been as a peace officer with the District.

### Special:

A valid California Driver License and use of an automobile.  
Possession of an Intermediate CA P.O.S.T. Certificate or its equivalent.  
Successful completion of a CA P.O.S.T. approved core course in criminal investigations; within one year of appointment to the position of Police Detective, will be required after appointment unless the course has been completed within the preceding three years.  
Ability to speak and understand Spanish is preferable.  
Qualify periodically with departmentally approved firearms at a designated police range.  
Subject to rotation in assignment, work shift, and location.  
Subject to 24-hour call that may include weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
10-10-12  
JPK