

## **DETECTIVE**

Code No.: 6-04-007  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a specialized law enforcement position in a town or village police department responsible for the investigation of crimes, apprehension of criminals and general prevention of criminal activity. Duties involve working independently or as a member of a team on unresolved investigations or to enhance solved cases and are performed in accordance with Federal, State, and local laws, rules, regulations and ordinances. Assignments are made to specific cases and priorities set by a supervising officer. The employee reports directly to, and works under the general supervision of a higher ranking police official. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Responds to crime scenes and performs follow-up investigations;

Investigates suspected or reported crimes such as felonies, attempted felonies, unresolved misdemeanors, and other criminal activity;

Collects, organizes and analyzes evidence for admissibility using standard and covert techniques such as interviewing witnesses, suspects, complainants and victims, searching records, surveillance of persons, property and activities and contacts with other law enforcement agencies;

Analyzes criminal events to determine patterns and trends in criminal occurrences;

Conducts interrogation of suspects to obtain information;

Maintains written records and related materials on cases under investigation, keeping notes on investigative activities and findings;

Organizes materials and submits written reports or makes oral presentations on all activities, progress and final determinations of investigations;

Apprehends and arrests persons suspected of committing crimes;

Works in conjunction with the District Attorney's Office on status of pending court cases;

Prepares and presents testimony and evidence to superiors or in court, supporting charges made against a suspect;

Motivates and prepares witnesses for testimony in court and ensures their presence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles and practices of law enforcement; good knowledge of the generally accepted techniques of investigation; good knowledge of the rules of evidence; good knowledge of what constitutes evidence; good knowledge of the methods

for safeguarding evidence; good knowledge of New York State Law including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Alcohol and Beverage Control Law, the Family Court Act, and local laws, rules, regulations and ordinances; good knowledge of weapons and their capabilities; ability to use firearms; ability to communicate orally and in writing; ability to establish and maintain sources of information; ability to identify, collect and secure evidence and records; ability to analyze and evaluate evidence and identify inconsistencies or conflicts in information; ability to interview and interrogate people; ability to give clear and accurate testimony; ability to observe and recall details; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus three (3) years paid full-time or its part-time equivalent experience in the prevention and detection of crime and the enforcement of the general criminal laws in an organized police department or county's sheriff's office in the State of New York.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** May 27, 1982  
**REVISED:** April 16, 1992  
**REVISED:** January 15, 2015