

CITY OF WEST LINN
Job Description

Position Title: Detective

Reports To: Detective Sergeant

Department: Police	FLSA Status: Non-Ex
Employee Group: CCPOA	Salary Grade: F
FTE Status: Full Time	Date: January 2019

The detective position at the West Linn Police Department is a developmental position designed to provide patrol officers with addition training, insight, skills, and exposure to make them a better, more rounded officer. The detective position here is to support patrol, like every position within the department.

This is NOT a career detective position, this is a four year assignment, however, the length of this assignment may change depending on departmental needs.

Detectives are plain clothed police officers who typically investigate serious crimes, crimes outside the city limits, or crimes where a non-uniform presence would be beneficial to the investigation.

An officer in this position must be able to successfully investigate complex cases including, but not limited to: Rape, Robbery, Sexual Abuse, Child Abuse, Identity Theft, Drug Offenses, Officer Involved Shootings and Homicides. The officer must be proficient at interviewing suspects and victims, collecting evidence, photography and be able to write complete and thorough reports of their actions.

Detectives do large amounts of independent work; however, they are also assigned to interagency teams for complex investigations that may be in neighboring jurisdictions. It is imperative that the officer in this position work well in a team environment.

A critical component of the independent work a detective is expected to do includes pro-active activities, where crime trends are identified and addressed, and assistance is rendered to the Patrol Division as a matter of course.

The officer in this assignment shall demonstrate he or she has the ability to testify in a professional manner and should have a history of a high conviction rate. They should have a good reputation with prosecutors in the area and have demonstrated a willingness to investigate complex cases to their conclusion at the patrol level. Officers

selected for this assignment will be on call and may be placed on the Clackamas County Major Crimes Team.

Officers interested in this position should also have demonstrated the ability to prepare search and arrest warrants at the patrol level.

Examples of Duties:

- Identifies and locates suspects who are committing crimes in West Linn: Duties may include being called out on short notice, recovering stolen property, preparing affidavits, search warrants and serving the same.
- Processing and collecting evidence: Officers in this position could be frequently called out to assist the Patrol Division on major crimes or crimes that Patrol Officers do not have the resources to investigate.
- Thoroughly document their activities, meet deadlines, and coordinate reports with outside agencies to ensure discovery is complete for major crime team cases.

Employment Standards:

- An officer selected for this position will have a demonstrated history of contributing to a positive work environment.
- They must be a police officer with three years law enforcement experience and off probation at the time of appointment.
- Must have a record reflecting a history of self-motivation with a high level of self initiated activity.
- Must have demonstrated the ability to be an effective team player and proficient in oral and written communication skills.
- Must be flexible and able to work long and varied shift hours and be available for call out any time of the day or night.
- Their employment history with the WLPD should not reflect any serious disciplinary problems or issues that question honesty or integrity.

- No demonstrated abuse of sick time as a West Linn Police Department Employee.
- Will be able to appropriately handle confidential and sensitive information.
- As all detective positions with our agency are general assignment detectives, an employee selected for this position should be able to handle a wide variety of criminal investigations.
- It is imperative for an officer in this position to be well versed in Oregon laws, policies and procedures, and best practices of criminal investigations as the detective position is frequently the resource for patrol officers handling complex matters.

This assignment is for four years, however, it may be extended or decreased based upon department needs. Persons assigned to detectives may be called upon to perform patrol duties on occasion. Any person who is assigned to the detective division who does not maintain a high level of performance may be reassigned at any time. This is a voluntary assignment on the part of the officer who has personally applied/requested such an assignment. Reassignment may be made at any time at the discretion of the department.

Officers assigned to this position receive a 5% pay differential per the CCPOA contract, and a take home car.