

# ***DAVIS POLICE DEPARTMENT***

## ***Specialized Assignments***

### ***Investigations Division***

(General)

This Division handles major criminal investigations of all types (crimes against persons, sexual, homicide, and property) involving adult and juvenile offenders, as well as missing persons of all ages.

#### ***Duties of Supervisor – General Investigations***

The supervisor is responsible for directing, developing, and evaluating personnel assigned to the Unit, and facilitating Intelligence Lead Policing in the Department.

Prioritize and assign a wide range of routine and complex investigations, coordinate high profile and sensitive investigations. Supervise and monitor the progress of casework, identify specialized equipment needs and secure appropriate funding. Responsible for a variety of administrative functions including daily briefings, personnel files, scheduling, timesheets, activity reports, budget preparation, and purchasing of equipment for unit.

The sergeant is the designated representative on several committees, including but not limited to; the Child Death Review Board, the Sexual Assault Response Team, and the Domestic Violence Advocacy Committee.

The supervisor serves at the pleasure of the Police Chief.

#### ***Duration of Assignment***

The length of this assignment is 4 years, with the option of a one-year extension. This assignment will generally not exceed 5 years.

#### ***Minimum Requirements***

1. Demonstrated ability to write clear, concise, timely, and detailed police reports.
2. A willingness to work various shifts, including a flexible work schedule, and work “on-call” during off-duty hours, including weekends and holidays.
3. Have demonstrated organizational and time management skills.

#### ***Application Process***

Upon notice of vacancy, qualified sergeants may submit a letter of interest to the Investigations Lieutenant; which includes time in law enforcement, previous specialty assignments, a statement that they meet the minimum requirements for the positions, and any special knowledge or skills possessed which should be considered.

Selection will then be made using the following process:

1. A selection committee will convene to evaluate candidates who apply for the position.
2. Selection committee members will include; the Investigations Lieutenant, the Patrol Commander and the Deputy Police Chief. The selection committee may interview candidates for this position.
3. Committee members will minimally use the following criteria as a guide in determining the most appropriate candidate:
  - Personal and professional qualifications.
  - Performance evaluations.
  - Disciplinary history.
  - Special skills relevant to the position sought.
  - Length of service in present position.
  - Prior specialized experience.
4. The committee will recommend one person to the Police Chief, or their designee, for selection. The Police Chief, or their designee, may select the recommended candidate or not. If the recommended candidate is not selected, the committee will make a second recommendation from the list of remaining candidates. This process may be repeated until a candidate is selected for appointment.

### **Position Training**

#### **Required prior to assignment**

1. POST Supervisory Course- CCN 0040 - 80 hrs
2. POST Interview and Interrogation- CCN 31445 – 40 hrs

#### **Required within one year of assignment**

1. ICI Basic Investigations Core Course- Robert Presley Institute -84 hrs
2. POST –CPOA Officer Involved Shooting Supervisory/Mgmt Responsibility – CCN 10780- 16 hrs

#### **Recommended during assignment**

1. Basic Homicide Investigation- CCN 31920- 40 hrs
2. Search Warrant Preparation Course- CCN 2420, 24270, 24260- 16-32 hrs
3. Assertive Supervision-Marin Consulting- CCN 12100- 24 hrs
4. SEMS/Disaster Prep Management- CCN 10341- 24 hrs
5. POST Sherman Block Supervisory Leadership Institute-SLI- 192 hrs
6. FBI National Academy
7. SEMS/ Tactical Refresher- CCN 10342- 24 hrs
8. POST Use of Force Update- CCN 21185- 16 hrs

## **DETECTIVE – General Investigations**

### **Duties of Detective**

Read, evaluate, and initiate detailed investigations of cases. Detectives typically would become involved in very detailed cases involving a great deal of specialized follow-up, and are expected to complete that case up through and including any court proceedings. They must have a demonstrated ability to conduct thorough interviews with a wide range of subjects. They have an elevated expectation in terms of writing ability, and must be able to clearly and concisely document their findings and determinations in a police report.

As part of their duties, Detectives are routinely called upon to assist other members of the division in the execution of search warrants, arrests, and larger or more specialized investigations.

Detectives serve at the pleasure of the Police Chief.

### **Duration of Assignment**

The length of this assignment is 4 years, with the option of a one-year extension. This assignment will not generally exceed 5 years.

### **Minimum Requirements**

1. Minimum of 3 years of experience.
2. Off probation.
3. Demonstrated ability to write clear, concise, timely, and detailed police reports.
4. A willingness to work various shifts, including the possibility of being “on call”.
5. Ability to work independently with little supervision.
6. Have demonstrated organizational and time management skills.
7. The ability to work with other agencies and present a positive image to the public.

### **Application Process**

Upon notice of vacancy, qualified officers may submit a letter of interest to Professional Standards; which includes time in law enforcement, previous specialty assignments, a statement that they meet the minimum requirements for the position, and any special knowledge or skills possessed which should be considered.

Selection will then be made using the following process:

1. A selection committee will convene to evaluate candidates who apply for the position.

2. Selection committee members will include the Investigations Sergeant, the Investigations Lieutenant, the Patrol Commander, and the Deputy Chief. The selection committee may interview candidates for this position.
3. Committee members will minimally use the following criteria as a guide in determining the most appropriate candidate:
  - Personal and professional qualifications.
  - Performance evaluations.
  - Disciplinary history.
  - Special skills relevant to the position sought.
  - Length of service in present position.
  - Prior specialized experience.
4. The committee will recommend one person to the Police Chief, or their designee, for selection. The Police Chief, or their designee, may select the recommended candidate or not. If the recommended candidate is not selected, the committee will make a second recommendation from the list of remaining candidates. This process may be repeated until a candidate is selected for appointment.

### **Position Training**

#### **Required within one year of assignment (depending on specialization)**

1. ICI Investigations Core Course, 80 hrs (all)
2. POST Interview and Interrogation- CCN 31445 – 40 hrs (all)
3. Evidence and Crime Scene Reconstruction- CCN 31650 – 60 hrs (all)
4. Basic Homicide Investigation- CCN 31920- 40 hrs (crimes against persons)
5. ICI Fraud and Forgery Investigations- CCN 30610- 40 hrs (property crimes)

#### **Recommended prior to assignment**

1. ICI Basic Investigations Core Course- Robert Presley Institute -84 hrs
2. POST Interview and Interrogation- CCN 31445 – 40 hrs
3. Search Warrant Preparation Course- CCN 2420, 24270, 24260- 16-32 hrs

#### **Recommended during assignment**

1. Search Warrant Preparation Course- CCN 2420, 24270, 24260- 16-32 hrs
2. ICI Sexual Assault Investigations- CCN 33430 - 40 hrs
3. Completion of ICI program