

G.O. 23.1.1 -- ATTACHMENT B

CAREER PLANNING GUIDE

Detective Career Guide

ESSENTIAL DUTIES

- ✓ Complete and comprehensive follow-up investigation of self-initiated cases as well as assigned cases;
- ✓ Respond to any crime or Patrol Division activity at their discretion;
- ✓ Self-initiated investigation of criminal activity;
- ✓ Intelligence gathering, analysis and dissemination;
- ✓ Liaison with other agencies.
- ✓ ISB investigates the following crimes against person offenses:
 - Homicide & death investigations;
 - Felony assaults;
 - Sexual assault;
 - Robbery;
 - Kidnapping;
 - Missing persons
 - Extortion;
 - Juvenile sex crimes;
 - Elder abuse; and
 - Other crimes against persons as selected by the ISB supervisor.
- ✓ Detectives investigate the following crimes against property offenses:
 - Felony theft;
 - Burglary;
 - Arson;
 - Felony vandalism;
 - Pawn shops activities; and
 - Other property offenses as selected by the CIS supervisor.
 - Fraud and theft by deception cases;
 - Embezzlement;
 - Employee theft;
 - Tampering with drug records;
 - Computer crimes
 - Internet fraud
 - Child pornography
 - Identity Theft
 - Counterfeiting
 - Forgery
 - Checks and credit card cases; and
 - Other cases as determined by the ISB supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Knowledge of state statutes, federal laws, local ordinances and departmental policies
- ✓ Knowledge of search and seizure rules
- ✓ Knowledge of investigative resources
- ✓ Skill in obtaining information from interviews
- ✓ Ability to communicate effectively both orally and in writing
- ✓ Be a team player
- ✓ Display tenacity and strong work ethic
- ✓ Be self-motivated
- ✓ Ability to work with outside agencies
- ✓ Ability to work alone and unsupervised
- ✓ Has not had excessive sustained complaints.

RECOMMENDED SKILLS AND ABILITIES

- ✓ Ability to multi-task.
- ✓ Good physical condition
- ✓ Good public speaking skills.
- ✓ Ability to conduct lengthy interviews using interview techniques to elicit admissions
- ✓ Ability to work complex cases from start to finish
- ✓ Ability to manage a heavy work load
- ✓ Knowledge of investigative resources and demonstrated use of such resources
- ✓ Has demonstrated a desire to attend specialized training related position
- ✓ Has actively worked with ISB on prior cases
- ✓ Writes a detailed, accurate and high quality report