

POLICE**JOB DESCRIPTION/JOB TASK ANALYSIS****Job Title: GENERAL INVESTIGATIONS DETECTIVE****Reports to: CRIMINAL INVESTIGATIVE SERGEANT****Type of Position: FULL-TIME Hours Per Week: 40 NON EXEMPT****General Description:**

The police detective works under the general direction of the Criminal Investigations Sergeant and is responsible for conducting investigations of criminal activities with considerable independence for taking actions needed to obtain evidence and prepare cases for presentation. The detective is responsible for initiating and maintaining effective contacts with informants, other law enforcement organizations, business and civic groups, and individuals. Areas of concern may include juvenile offenders, burglars, fraud, forgery, and street crime, as well as performing other work as required.

Work Experience/Requirements:

- High School Diploma or General Education Diploma (GED)
- Law Enforcement Certification by the Florida Criminal Justice Standards and Training Commission (CJSTC)

Job Task, Policy, and Proficiency

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignments as directed	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
ALL1001	Maintain work areas	The member ensures that their work area is clean, organized, safe and presentable in accordance with agency policies and procedures.
ALL1002a	Participate in meetings/training and community relations activities if applicable	As applicable, the member actively participates in meetings/training as directed or as required and in accordance with established agency policies/procedures, and disseminates information received to agency members as appropriate. The member may also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.
ALL1003a	Complete, update, submit required reports/documents/forms	The member will thoroughly and accurately complete, update, and submit or forward all required reports, documents and forms to the appropriate authority/personnel in a timely manner pursuant to applicable state regulations and in accordance with agency policies and procedures.
B11397	Generate background investigative report	The member generates an accurate and comprehensive case specific background report/preliminary background report documenting all pertinent findings.
CA1955	Determine structure of organized crime groups	The member analyzes information and utilizes other intelligence resources to develop accurate descriptions of organized crime groups' structures.

CA1958	Generate case summary reports	The member generates accurate, concise, and complete case summary reports.
CIB1020b	Review local pawns for stolen property	The member will thoroughly, and as required frequently, review local pawns to identify stolen property.
CIB1027	Retrieve and disseminate information	Given a request for information and the appropriate hardware/software, the member will retrieve the correct information and disseminate the requested data/information to the authorized requestee in a timely manner and in accordance with agency policies.
CIB1043	Collect and preserve evidence/property	The member correctly identifies, marks, collects, packages, and seals all evidence according to agency policy and consistent with standards of any state, local or federal lab conducting analyses.
CIB1132b	Provide investigative assistance to other agencies/divisions	The member will assist other agencies/divisions in conducting criminal investigations by sharing information, expertise and/or other investigative resources as appropriate while keeping their supervisor apprised of the nature and specifics of the request for assistance. The member conducts themselves professionally, representing their agency in a positive manner at all times.
CIB2500	Develop suspect list	Based on the synthesis and integration of crime scene information, investigative research, and historical data, the member develops a comprehensive list of all potential suspects.
CIB2501	Eliminate potential suspects	Based on evidentiary and other information, the member accurately eliminates persons as suspects.
CIB2502	Obtain sworn statements from victim & suspect	The member obtains accurate sworn statements from both victims and suspects involved in investigations.
CIB2506a	Supervise/conduct overt/covert surveillance of suspects	In accordance with agency policies, the member will supervise and/or plan and effectively carry out overt and covert surveillance of suspects, residences, and businesses to gather pertinent information/evidence related to ongoing investigations.
CIB2508	Connect suspect to evidence and/or crime scene/criminal activity	Consistent with agency policies, the member will diligently analyze all evidence and information to correctly and defensibly link the most appropriate suspect to the crime and/or administrative violation under investigation
CIB2509	Reconstruct chain of events/time frame of the crime	The member will utilize all available resources to accurately reconstruct the events/activities prior to, during, and following the crime in order to develop an accurate time/activity line and other information to assist in the successful resolution of the investigation.
CIB2510	Develop information sources	The member will develop reliable information sources in order to obtain and provide useful information on past, current, or future criminal activity in accordance with agency policies
CIB2511a	Review case documentation/reports	The member will locate and accurately review all documentation and reports related to the assigned case in order to determine the events and identify individuals associated with the case.
CIB2512a	Make initial contact with victim	The member will initiate contact with victims of crime within the agency specified amount of time of the first report of such a crime if at all possible, in accordance with agency policy.
CIB2512b	Maintain regular contact with victim	The member maintains contact on an as needed or regular basis with the victim to garner further information

and also to apprise the victim of the case status/findings.

CIB2513	Review crime lab reports for clues/leads	The member will carefully and completely review all crime lab reports and related documentation in order to develop clues and leads to successfully solve/resolve criminal investigations.
CIB2514	Prepare/implement operational plans	The member will develop effective tactical operational plans and carry out the operation within agency guidelines and in a safe manner, achieving all predetermined objectives as planned.
CIB2517a	Process/follow-up forfeitures	The detective submits the accurately completed agency forfeiture form documenting all items to be seized in accordance with department guidelines consistent with State and Federal laws.
CIB2518	Research current cases/statutes	The detective will accurately research current cases and statutes to determine the most appropriate charges for the crime in order to successfully convict the suspect in criminal investigations.
CIB2522a	Notify selected institutions of fraud intelligence	The member receives and compiles information of possible fraud activity, prepares a detailed summary, determines recipients of information, and forwards summary via fax or E-mail to interested institutions/business.
CIB2523	Liaison with child protective services	The detective will coordinate investigations with child protective services on alleged child physical or sexual abuse cases to resolve such cases through criminal arrest or determination that complaint is unfounded.
CIB2524	Establish motive	Based on evidentiary and investigative information, the member establishes plausible motive for the crime.
CIB2526a	Review cold case offenses	The member coordinates investigations of crimes/crime scenes with various units/ departments of FDLE to successfully resolve cases by the filing of criminal charges or proper uniform crime report closure.
CIB2527a	Coordinate investigations with State agencies	The member coordinates investigations of crimes/crime scenes with various units/departments of State agencies to successfully resolve cases by the filing of criminal charges or proper uniform crime report closure.
CIB2527b	Liaison with Federal agencies	The member will initiate, develop, and maintain channels of communications and work effectively with Federal agency personnel in order to achieve operational objectives and mission goals.
CIB2528a	Submit polygraph examination requests	The member will submit all polygraph examination requests to the appropriate agency designated individual for approval in accordance with agency policies and procedures.
CIB2528b	Utilize/liason with truth verification specialist	The member will work with certified polygraph operators consistent with agency policies and state laws to assist in the successful closure of criminal cases.
CIB2542	Conduct proactive investigations	The detective conducts proactive investigations, confronting the suspect/target of the complaint at their residence/location with the information alleging their illegal activity. The detective attempts to obtain consent to search for evidence/contraband pursuant to all applicable State and Federal Statutes and agency policy.
CIB2543	Document and run tag/license plate numbers	The member documents and runs tags/plates at suspect residence/location to determine if the owners are wanted,

		have criminal histories, or record of related complaints.
CIB2550	Review documentation to develop criminal predicates	The member will accurately review documentation and information in order to develop valid criminal predicates consistent with agency policy.
CIB2551	Maintain physical and electronic files	The member will maintain, update, and backup as required all physical and electronic files in order to provide useful information to authorized personnel/agencies in a timely manner pursuant to agency policies.
CIB2552	Track and apprehend escapees/fugitives	The detective utilizes all available resources within agency guidelines and the law to successfully track, locate, and apprehend escapees/fugitives in a timely manner and without causing undue injury or violating the rights of the subject(s).
CIB2553a	Produce wanted/missing flyers	The member will develop, produce, and distribute flyers depicting accurate information/illustrations/photographs to assist in locating wanted/missing individual(s) consistent with agency policies.
CIB2555	Monitor criminal trends	The member will research and monitor trends/changes in criminal activity through electronic and traditional media to develop and implement responses and solutions to ongoing or potential criminal activity.
CIB2556	Develop and maintain intelligence resource files	The member will develop, maintain, and update as required resource files on various groups in order to conduct effective future threat analyses consistent with agency policies.
CIB2557	Develop leads	The detective researches and develops effective leads to assist in successfully resolving ongoing or past criminal investigations.
CIB2558	Maintain intelligence reference library	The member compiles, maintains, and updates an information/intelligence reference library to provide useful information and resources.
CIB2560	Respond to and assist SWAT call outs	The member provides useful, accurate, and real time intelligence information to the SWAT team to assist in the successful and safe completion of the tactical mission.
CIB2561	Review/compare composite sketches of suspects	The member locates, reviews, and compares composite sketches of potential suspects to file photos/sketches in order to assist in identifying the perpetrator.
CIB2562	Research and review other case histories for useful information	The member researches and reviews cold/other case histories for useful comparative information, clues, and leads to assist in resolving investigations.
CIB2563	Liaison with juvenile justice entities/personnel	The member establishes and maintains effective communications with various juvenile justice entities and personnel, including Department of Juvenile Justice and State Attorney's Office, providing and receiving accurate information pertaining to juvenile offenders, legal issues, and investigations.
CIB2572	Apply appropriate statutes to criminal activity	The member will charge the suspect with the most appropriate violation of state statutes in order to increase the probability of convictions and to result in the most desirable sentencing outcome.
CIB2574	Organize and/or participate in buy/sell operations	The member organizes and/or participates in overt and covert buy/sell operations with the goal of arresting offenders and recovering drugs, money, and/or property.

CIB2576	Execute search warrant	Pursuant to state statutes and federal codes/laws, the member conducts a legal, systematic and thorough search, locating, seizing, and documenting found contraband, weapons, currency, property, and crime related equipment/documentation. The member observes officer safety skills at all times.
CIB2586a	Establish investigative priorities	The member establishes investigative priorities based on the type, seriousness, and complexity of the investigation in conjunction with available resources.
CIB2586b	Reassess case priorities	The member effectively reassesses case priorities based on special assignments, on-call cases, depositions, trials, special division operations, and other departmental responsibilities that may interrupt daily investigations.
CIB2587	Coordinate investigative resources	The member coordinates resources to ensure appropriate support is provided for major case investigations.
CIB2590	Maintain intra agency crime information flow	The member maintains the strategic criminal information flow between entities within the agency in order to maximize investigative effectiveness.
CIB2595	Maintain/update sexual offender/predator files	The member utilizes available resources to maintain and update as required files on sexual offenders/predators.
CIB2604	Check subpoenas	The member will check their subpoenas on a daily basis and will respond as directed and in accordance with agency policies/procedures.
CIB2605	Check Field Interview Report file	The member will check the field interview report file on a regular basis as specified by agency policies/procedures to determine if any potential leads can be developed regarding an ongoing investigation. The member will follow up on any new information as appropriate.
CIB2606	Check prisoner release information	The member will check prisoner release information on a regular basis as specified by agency policies/procedures to determine if any potential leads can be developed regarding an ongoing investigation. The member will follow up on any new information as appropriate.
CIB2900	Coordinate missing person investigations with FBI	As applicable, the member coordinates investigations of missing person cases with various units/departments of the Federal Bureau of Investigation (FBI) to successfully resolve the cases by the filing of criminal charges or the successful location of the missing person where no criminal violation has actually occurred.
CIB2901	Liaison with Missing Children Information Clearinghouse	The member will effectively liaison with the Florida Department of Law Enforcement's Missing Child Information Clearinghouse (MCIC) to exchange information in an attempt to successfully locate missing juveniles.
CIB2902	Liaison with national missing persons organizations	As applicable, the member will establish and maintain effective channels of communications with national organizations such as the National Center for Missing and Exploited Children in an attempt to locate children reported missing from their jurisdiction.
CIB3013	Investigate cases assigned for latent follow-up	The member thoroughly investigates cases assigned for latent follow-up and utilized all available legal resources to clear the case(s).
CM1517a	Run NCIC/FCIC inquiries	The member correctly operates NCIC/FCIC computer to standards mandated by state/federal authorities,

		receiving and disseminating accurate information to the authorized personnel in a timely manner consistent with agency policies. If applicable, the member accurately interprets retrieved criminal history information for documentation/records updating purposes.
GS1149	Maintain confidential files.	The member will correctly type, file, and/or retrieve confidential documents, maintaining the security and confidentiality of the document in accordance with agency policy.
GS1203	Respond/report incidents regarding citizen reports/complaints/tips	The member will promptly respond to and/or report all incidents originating from citizens concerning crimes, complaints, tips, requests for service, criminal and non criminal cases, and incidents involving arrests, citations or summonses, as directed and in accordance with agency policies/procedures. The member will obtain as much relevant information as possible from the citizen and will promptly resolve the issue or forward the information to the appropriate personnel for resolution or subsequent action.
JS5424	Obtain/prepare search warrants, complaints and affidavits	The member obtains or accurately and completely prepares/types search warrants, complaints and/or affidavits in a timely manner and in accordance with agency policies and procedures and judicial requirements. If applicable, the member obtains SAO approval on all Search Warrant drafts prior to judge's signature.
LE5004	Apprehend suspects.	Consistent with agency policies, the officer quickly apprehends suspects utilizing the least amount of force required to subdue the individual while observing officer safety procedures at all times. The appropriate restraints are applied so as to control but not cause injury to the suspect, and the suspect's rights are not violated.
LE5017	Secure crime scene.	The first responder to a crime scene will identify such as a crime scene, disperse onlookers, gather witnesses, set up a cordon around the perimeter of the scene and ensure that the integrity of the crime scene and evidence is not compromised, tampered with, altered, contaminated, or left unattended in accordance with agency policies.
LE5026	Guard persons in custody	The officer maintains control of individuals in custody, ensuring that no escapes or unnecessary injuries occur and the suspect's rights are not violated pursuant to agency policies.
LE5027	Initiate new cases.	The member will gather accurate information or pertinent evidence and correctly determine if investigation is warranted in accordance with state laws and agency policies.
LE5033	Transport persons	The officer accurately determines the status or condition of the individual(s), searches and applies appropriate restraints if required and transports the individual(s) to the appropriate destination without injury (or further injury) or rights violated and in accordance with agency policies.
LE5044	Maintain and update activities report	The member accurately and thoroughly records and updates all daily activities in the appropriate log/report or as otherwise directed in accordance with agency policies and procedures.
LE5045	Inform victims of victim's legal rights.	The member will provide the victim with a victim rights packet if applicable, and explain the victim's legal rights

		pursuant to State Statutes and in accordance with agency policy.
LE5049	Telephone contact with the public	Utilizing the telephone, the member will communicate in an effective, professional and polite manner with the public consistent with agency policies.
LE5053b	Make arrest without warrant.	Given probable cause, the officer apprehends and arrests the suspect without undue harm and ensures the suspect's rights are not violated while maintaining officer safety in accordance with agency policies.
LE5053c	Advise persons of constitutional rights (Miranda)	The member correctly advises persons in custody/detained of their constitutional rights (Miranda) prior to interrogation pursuant to applicable state and federal statutes.
LE5053d	Prepare arrest warrant and search warrant	The member accurately prepares and/or reviews probable cause documents and legally obtains an arrest and/or search warrant in accordance with agency policies and state laws.
LE5053e	Execute arrest/search warrants, capias, writ	The officer executes the instructions of the court documents in a correct and timely manner and in accordance with agency policies and state laws without causing undue injury or violating the subjects rights.
LE5056a	Establish identity of suspect	The member will utilize all available legal resources consistent with agency policies in order to establish the correct identity of a suspect in a criminal investigation
LE5062a	Seize, impound, or confiscate vehicle, craft, currency, or property.	The officer accurately identifies and seizes, impounds, or confiscates vehicle, craft, currency, or property in accordance with court orders if applicable, state laws, and agency policies, delivering or arranging transportation of item(s) seized to the property room or appropriate agency/personnel. The member ensures that all appropriate legal documents are completed for items seized without court order pursuant to all applicable state laws and agency policies.
LE5063	Classify incident as criminal or civil.	The officer determines if an offense has been committed and then correctly classifies the incident as either criminal or civil and then proceeds to take the appropriate action in accordance with agency policies and state laws.
LE5064a	Non-custodial and/or custodial interview of persons	The member interviews persons in a professional manner, obtaining and recording accurate and pertinent information without violating the individual's rights pursuant to agency policies.
LE5064c	Analyze interview/interrogation statements	The member will carefully analyze interview and interrogation statements to identify discrepancies and identify critical information that could lead to the identification of a suspect and/or the ultimate resolution of an investigation.
LE5069	Gather intelligence on known or suspected offenders	The member utilizes all available legal resources within agency guidelines to proactively gather complete and accurate intelligence of known or suspected offenders with the goal of preventing and/or solving crime.
LE5075	Testify at trials, hearings, grand juries or depositions.	The member testifies at trials, hearings, grand juries, and depositions, and answers all questions in a truthful, and impartial manner without volunteering additional information other than that requested in accordance with agency policies.
LE5080a	Prepare reports and/or affidavits/legal documents	The member collects complete and accurate information and prepares clear, concise reports, supplemental reports

		and/or court petitions/affidavits (if applicable) in accordance with agency policy and county, state and/or federal statutes.
LE5090a	Identify/monitor prior offenders/gang members	The member will utilize all available law enforcement and community resources to accurately identify and monitor prior offenders and gang members activities/presence in the community with the goal of preventing potential criminal activities and without violating the constitutional rights of the individual(s) consistent with agency policies.
LE5091f	Identify crime patterns	The member will accurately analyze criminal activities in the community in order to identify specific crime patterns such as the type of crime, time and place of occurrence, and offender identity, with the goal of developing effective means and information/evidence to prevent or solve criminal activity consistent with agency policies.
LE5100	Apply handcuffs	Given probable cause, an arrest warrant, or officer safety concerns, the officer will properly apply handcuffs in such a manner as to prevent the person from removing the handcuffs and without intentionally or negligently causing physical discomfort or violating the constitutional rights of the person consistent with agency policies.
LE5125a	Monitor sexual offenders	The member verifies the domicile addresses of known sexual offenders on a quarterly basis, and completes a field interrogation card on the offender.
LE5125b	Conduct neighborhood notifications of sexual predators	Pursuant to state statutes and within 48 hours of registration by a sexual predator, the member notifies neighborhood schools, day cares, and other concerned institutions/organizations located in a mile radius of the predator's domicile or along the predator's work route.
SP7011	Inform superiors of events and activities in progress.	Accurate information addressing events or critical issues is accumulated and disseminated to higher authority without unnecessary delay.
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	The member works effectively with other agency personnel in order to maximize work area output and services consistent with agency policies.
SP7027	Liaison with intra/inter agency personnel	The member will initiate, develop, and maintain channels of communications and work effectively with inter/intra agency personnel in order to achieve objectives and goals and better serve the needs of the agency and/or community.
SP7201	Conduct/attend staff/component meetings/briefings	The member will conduct/attend staff meetings/component meetings or briefings as needed or required with representatives from other work areas to facilitate improved communication and working relationships.
TR5723a	Prepare for/conduct/attend specialized training/conferences/workshops	The member will prepare for/conduct/attend and actively participate in specialized training courses/conferences/workshops as required to satisfy mandatory training requirements and/or to receive or provide necessary job specific training in specialized areas.

POLICY

PL2001	Message return/follow-up	As applicable, the member will check their assigned mailbox, telephone/electronic messages and any designated bulletin boards according to the established schedule or designated frequency for each. The member will return any telephone messages in a prompt and professional manner and will respond accurately and appropriately to any information contained on the bulletin board or received via mail or newsletter.
PL2002	Contact with public	The member demonstrates a polite, helpful, courteous, proud, productive, and professional image when engaged in their assigned duties with the public consistent with agency policy.
PL2003	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters. If applicable, the member checks to ensure all assigned equipment is present and operational, and documents/reports any required repairs in a timely manner and in accordance with agency policies.
PL2004	Use of force	The member utilizes only the necessary force required for the situation as specified within the use of force continuum and in accordance with agency policies. The member also abides by all departmental policies concerning agency authorized weapons and ammunition if applicable.
PL2006	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public, students and colleagues.
PL2007	Investigative procedure/policy	The member adheres to all agency guidelines, policies, procedures, and the law when conducting administrative, criminal and/or child protective investigations.
PL2008	Accepts supervision and direction	The member adheres to the chain of command, and accepts constructive criticism to improve job performance. The member responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2014	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics as stipulated in the PGO Manual.
PL2015	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to submission of vacation and personnel requests and if applicable, the notification of supervisor regarding absence from work due to illness or untimely incidents, notification of supervisor concerning overtime hours worked, and notification of supervisor regarding after hours investigative duties performed if applicable.
PL2016	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency policies and procedures.

PROFICIENCY

PR1	Officer safety	The member is cognizant of and demonstrates appropriate officer safety guidelines/techniques at all times.
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PR107	Knowledge of General Orders/Policy/Procedure manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing if required and in daily operations.
PR108a	Knowledge of juvenile justice system	The member demonstrates an adequate working knowledge of the procedures, regulations, and laws, governing the juvenile justice system.
PR118	Knowledge of probable cause	The member is able to correctly identify elements of probable cause and the necessary requirements to reinforce probable cause pursuant to applicable state statutes.
PR11a	Information synthesis and integration skills	The member is able to inter-relate, merge, or combine information from various sources to form sound theories, hunches/suspicions, or hypotheses.
PR11b	Inductive/deductive reasoning ability	The member is able to infer general theories or ideas from specific details/information/evidence. The member is able to identify and determine specific details from general information/theories/evidence.
PR18	Computer/software/office equipment skills/knowledge	The member demonstrates adequate knowledge and skill in the use of office equipment and/or computer peripherals including as applicable: word processor, spread sheet, data-base, specialized computer program software/systems, printer, copier, and any other equipment required to perform position tasks.
PR2	Knowledge of geographical jurisdiction	The member is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction, or, as applicable, within their respective school zone or area of responsibility.
PR200	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies	The member demonstrates the knowledge and ability to perform all law enforcement related tasks and proficiencies to the specified standards as documented in the Patrol Officer position task/proficiency listings and adheres to all agency policies/procedures. When required or necessary, the member performs all or some of the tasks as applicable. Such tasks include but are not limited to the following: crime scene and evidence collection and handling, patrolling and responding to calls for service and BOLO's, adherence to pursuit policy/procedures, arresting/caring for persons in custody, advising detained persons of their rights, conducting felony/high risk stops, traffic enforcement activities, providing assistance/guidance to the public and personnel as appropriate, preparing reports/affidavits, conducting interviews, performing court related activities processing suspected DUI's, investigative activities, and performing any other assigned or related law enforcement activity as directed. The member demonstrates the knowledge, abilities, and skills as listed in the Patrol Officer proficiencies listings.
PR23	Inter-personal skills	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR3	Radio communications	The member utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligent manner under all conditions and at all times.
PR31	Problem solving	The member has the ability to look beyond surface issues to identify and analyze problems and develop

		effective responses and solutions to resolve such problems.
PR32	Conflict resolution	The member has the ability to assist and encourage individuals to resolve disputes without resorting to violence or engaging the formal legal mechanism if possible and appropriate.
PR34	Knowledge of supporting agencies in the community	The member is able to refer persons to the appropriate agency, department, support group or other resource based on the requesting person's situation/needs.
PR42	Team building skills	The member demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR4a	Verbal communications	The member conveys verbal information / instructions / directives / commands in a clear, concise, and intelligent manner.
PR4c	Written communications	Written communications are accurate, complete, concise, legible, and timely.
PR4d	General comprehension skills	The member has the ability to understand directions and instructions, formulate and translate plans into actions, and process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	The member is knowledgeable in local, state and federal statutes that pertain to their respective area of responsibility
PR52f	Knowledge of probable cause	Given most situations, the member is able to correctly determine whether or not the statutes governing probable cause apply. Situations in which probable cause is difficult to determine, the officer requests direction from either a superior or an authorized SAO official.
PR58	Interviewing skills	The member is able to obtain the desired pertinent information from individuals through verbal questioning and discussion without violating the individual's rights and maintaining compliance with the law and agency policies.
PR6a	Driving	The member maintains control of the vehicle in all situations under varying weather conditions, adhering to all traffic laws as per cal/incident classification.
PR7a	Defensive / control tactics	The member is able to subdue and control persons utilizing only the force necessary and without causing undue injury to, or violating the rights of the persons and himself.
PR7c	Situational awareness	The member is aware and alert to the surrounding conditions and situations and is able to adapt to unexpected changes in such conditions and situations to successfully and safely complete the task at hand.
PR86a	Firearms proficiency	The member qualifies on the target range and or simulator, scoring at or above the specified minimum.
PR95	Data/information collection techniques	The member utilizes all available resources to collect accurate and valid information consistent with agency policies.

Job Task Analysis:

ID	Statement	Importance	Frequency	Total	Weight
TASK					
ALL1000	Complete assignments as directed	4	4	8	1

ALL1001	Maintain work areas	4	3	7	1
ALL1002a	Participate in meetings/training and community relations activities if applicable	2	2	4	3
ALL1003a	Complete, update, submit required reports/documents/forms	4	4	8	1
BI1397	Generate background investigative report	4	4	8	1
CA1955	Determine structure of organized crime groups	1	1	2	2
CA1958	Generate case summary reports	3	3	6	1
CIB1020b	Review local pawnshops for stolen property	4	3	7	1
CIB1027	Retrieve and disseminate information	3	3	6	1
CIB1043	Collect and preserve evidence/property	4	3	7	1
CIB1132b	Provide investigative assistance to other agencies/divisions	3	2	5	1
CIB2500	Develop suspect list	4	4	8	1
CIB2501	Eliminate potential suspects	4	4	8	1
CIB2502	Obtain sworn statements from victim & suspect	4	4	8	1
CIB2506a	Supervise/conduct overt/covert surveillance of suspects	3	2	5	1
CIB2508	Connect suspect to evidence and/or crime scene/criminal activity	4	4	8	1
CIB2509	Reconstruct chain of events/time frame of the crime	4	4	8	1
CIB2510	Develop information sources	4	4	8	1
CIB2511a	Review case documentation/reports	4	4	8	1
CIB2512a	Make initial contact with victim	3	3	6	1
CIB2512b	Maintain regular contact with victim	2	2	4	3
CIB2513	Review crime lab reports for clues/leads	4	2	6	1
CIB2514	Prepare/implement operational plans	3	2	5	1
CIB2517a	Process/follow-up forfeitures	2	2	4	3
CIB2518	Research current cases/statutes	3	2	5	1
CIB2522a	Notify selected institutions of fraud intelligence	3	2	5	1
CIB2523	Liaison with child protective services	4	4	8	1
CIB2524	Establish motive	4	4	8	1
CIB2526a	Review cold case offenses	3	2	5	1

CIB2527a	Coordinate investigations with State agencies	3	2	5	1
CIB2527b	Liaison with Federal agencies	3	2	5	1
CIB2528a	Submit polygraph examination requests	2	1	3	2.5
CIB2528b	Utilize/liaison with truth verification specialist	1	1	2	2
CIB2542	Conduct proactive investigations	2	1	3	2.5
CIB2543	Document and run tag/license plate numbers	3	4	7	1
CIB2550	Review documentation to develop criminal predicates	3	3	6	1
CIB2551	Maintain physical and electronic files	3	3	6	1
CIB2552	Track and apprehend escapees/fugitives	1	1	2	2
CIB2553a	Produce wanted/missing flyers	3	2	5	1
CIB2555	Monitor criminal trends	4	4	8	1
CIB2556	Develop and maintain intelligence resource files	4	3	7	1
CIB2557	Develop leads	4	4	8	1
CIB2558	Maintain intelligence reference library	3	3	6	1
CIB2560	Respond to and assist SWAT call outs	1	1	2	2
CIB2561	Review/compare composite sketches of suspects	3	4	7	1
CIB2562	Research and review other case histories for useful information	3	3	6	1
CIB2563	Liaison with juvenile justice entities/personnel	2	2	4	3
CIB2572	Apply appropriate statutes to criminal activity	4	4	8	1
CIB2574	Organize and/or participate in buy/sell operations	2	2	4	3
CIB2576	Execute search warrant	3	2	5	1
CIB2586a	Establish investigative priorities	4	4	8	1
CIB2586b	Reassess case priorities	4	4	8	1
CIB2587	Coordinate investigative resources	4	4	8	1
CIB2590	Maintain intra agency crime information flow	4	4	8	1
CIB2595	Maintain/update sexual offender/predator files	4	2	6	1
CIB2604	Check subpoenas	3	3	6	1
CIB2605	Check Field Interview Report file	3	3	6	1
CIB2606	Check prisoner release information	2	2	4	3

CIB2900	Coordinate missing person investigations with FBI	2	1	3	2.5
CIB2901	Liaison with Missing Children Information Clearinghouse	4	2	6	1
CIB2902	Liaison with national missing persons organizations	4	2	6	1
CIB3013	Investigate cases assigned for latent follow-up	3	3	6	1
CM1517a	Run NCIC/FCIC inquiries	4	4	8	1
GS1149	Maintain confidential files.	4	4	8	1
GS1203	Respond/report incidents regarding citizen reports/complaints/tips	4	4	8	1
JS5424	Obtain/prepare search warrants, complaints and affidavits	4	2	6	1
LE5004	Apprehend suspects.	4	4	8	1
LE5017	Secure crime scene.	4	4	8	1
LE5026	Guard persons in custody	4	4	8	1
LE5027	Initiate new cases.	2	3	5	1
LE5033	Transport persons	3	3	6	1
LE5044	Maintain and update activities report	4	4	8	1
LE5045	Inform victims of victim's legal rights.	4	4	8	1
LE5049	Telephone contact with the public	4	4	8	1
LE5053b	Make arrest without warrant.	4	3	7	1
LE5053c	Advise persons of constitutional rights (Miranda)	2	2	4	3
LE5053d	Prepare arrest warrant and search warrant	4	2	6	1
LE5053e	Execute arrest/search warrants, capias, 3 writ		1	4	3
LE5056a	Establish identity of suspect	4	2	6	1
LE5062a	Seize, impound, or confiscate vehicle, craft, currency, or property.	3	1	4	3
LE5063	Classify incident as criminal or civil.	4	4	8	1
LE5064a	Non-custodial and/or custodial interview of persons	4	3	7	1
LE5064c	Analyze interview/interrogation statements	4	3	7	1
LE5069	Gather intelligence on known or suspected offenders	4	3	7	1
LE5075	Testify at trials, hearings, grand juries or depositions.	4	2	6	1
LE5080a	Prepare reports and/or affidavits/legal documents	4	4	8	1

LE5089d	Check burglary log	3	2	5	1
LE5090a	Identify/monitor prior offenders/gang members	1	1	2	2
LE5091f	Identify crime patterns	4	2	6	1
LE5100	Apply handcuffs	4	4	8	1
LE5125a	Monitor sexual offenders	2	2	4	3
LE5125b	Conduct neighborhood notifications of sexual predators	3	2	5	1
SP7011	Inform superiors of events and activities in progress.	4	4	8	1
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	4	4	8	1
SP7027	Liaison with intra/inter agency personnel	4	4	8	1
SP7201	Conduct/attend staff/component meetings/briefings	3	2	5	1
TR5723a	Prepare for/conduct/attend specialized training/conferences/workshops	4	1	5	1

POLICY

PL2001	Message return/follow-up	3	3	6	1
PL2002	Contact with public	4	4	8	1
PL2003	Operation and care of equipment	4	4	8	1
PL2004	Use of force	4	4	8	1
PL2006	Human diversity awareness	4	2	6	1
PL2007	Investigative procedure/policy	4	4	8	1
PL2008	Accepts supervision and direction	4	4	8	1
PL2014	Abide by Code of Ethics	4	4	8	1
PL2015	Leave and Attendance	4	4	8	1
PL2016	Grooming and dress	4	4	8	1

PROFICIENCY

PR1	Officer safety	4	4	8	1
PR107	Knowledge of General Orders/Policy/Procedure manuals	4	4	8	1
PR108a	Knowledge of juvenile justice system	3	3	6	1
PR118	Knowledge of probable cause	4	4	8	1
PR11a	Information synthesis and integration skills	4	4	8	1
PR11b	Inductive/deductive reasoning ability	4	4	8	1
PR18	Computer/software/office equipment skills/knowledge	3	2	5	1

PR2	Knowledge of geographical jurisdiction	4	4	8	1
PR200	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies	4	4	8	1
PR23	Inter-personal skills	4	4	8	1
PR3	Radio communications	4	4	8	1
PR31	Problem solving	4	4	8	1
PR32	Conflict resolution	4	4	8	1
PR34	Knowledge of supporting agencies in the community	3	2	5	1
PR42	Team building skills	4	4	8	1
PR4a	Verbal communications	4	4	8	1
PR4c	Written communications	4	4	8	1
PR4d	General comprehension skills	4	4	8	1
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	4	4	8	1
PR52f	Knowledge of probable cause	4	4	8	1
PR58	Interviewing skills	4	4	8	1
PR6a	Driving	4	4	8	1
PR7a	Defensive / control tactics	4	4	8	1
PR7c	Situational awareness	4	4	8	1
PR86a	Firearms proficiency	4	4	8	1
PR95	Data/information collection techniques	3	3	6	1
Importance: 1 = Not Important 2 = Somewhat 3 = Important 4 = Very Important					
Frequency: 1 = Annually 2 = Monthly 3 = Weekly 4 = Daily					
Weight: 1 = Non Critical for Totals 1 - 1.99 2 = Somewhat Critical for Totals 2 - 2.99 2.5 = Critical for Totals 3 - 3.49					
3 = Very Critical for Totals 3.5 - 4					

Reviewed by: Assistant Chief, John Di Censo

Approved by: Chief David Allen

Date Posted: March 28, 2008