

HAVERHILL POLICE DEPARTMENT 2975 Dartmouth College Hwy. North Haverhill, NH 03774 (603)787-2222
POLICY #:
SUBJECT: Job Description: Detective

NOTE: This written directive is for the internal governance of the Haverhill Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. PURPOSE

This directive establishes the duties and responsibilities for the position of Detective.

II. POLICY

It is the policy of the department that all employees will have a job description outlining their job tasks and responsibilities.

A) Summary:

The Detective works under the general supervision of the Sergeant. The Detective works with considerable independence in performing their assigned duties. The Detective is responsible for technical and supervisory police work in the capacity of directing, assisting in the direction of, or participating in the activities of the Police Department. The Detective is responsible for the investigation of felonies and misdemeanors that require an extended amount of investigation, or as otherwise instructed by the Chief of Sergeant.

B) General Duties and Responsibilities:

It is the responsibility of the Detective to:

- Be the principal criminal investigator of the Department.
- Review current and on-going investigations that may require advanced or lengthy follow up or those that may be sensitive or confidential in nature.

- Conduct interviews with suspects, victims, and witnesses.
- Respond to emergency calls for service.
- Respond to process crime scenes during and outside of normal work hours.
- Responsible for evidence management in the department.
- Conduct internal background investigations.
- Is the point of contact for DCYF and attends CAC interviews.
- Is the main point of contact for the County Attorney's Office for felony cases that have been submitted to them.
- Prepare and executes search warrants and conducts detailed searches of persons, places, and objects as needed.
- Maintain contact with officers and provides guidance to officers with applying for and executing search warrants and arrest warrants.
- Provide guidance to officers on criminal investigations, report writing, and court appearances.
- Familiarize other department personnel with recent changes to laws, ordinances, and Supreme Court Decisions.
- Provide testimony in criminal and administrative hearings.
- Promptly investigates all investigations assigned, and keeps superior informed of the progress of their investigations.
- Arrest individuals who have violated the law either on view or through arrest warrant as necessary.
- Prepare legal documents and make evidence available for court presentation.
- Maintain and continuously update police intelligence files.
- Adapt and modify methods of crime prevention and detection for the department.

- Make frequent contact with the public and other Law Enforcement agencies to develop information and resources that furthers the goals and objectives of the department.
- Competently use job related equipment to include, but not limited to computers, radar units, radios, police vehicles, handcuffs, and various weaponry.
- Perform all activities incidental to cases from assignment to conclusion. To include gathering evidence, conducting interviews, and completing all necessary reports.
- Conduct visual and audio surveillance, possibly for extended periods of time, as is necessary.
- Perform other such duties as may be assigned by their superior.

C) Knowledge Skills and Abilities:

- Thorough knowledge of the rules and regulations of the department.
- Thorough knowledge of approved principles, practices, and procedures of police work.
- Thorough knowledge of pertinent state laws, municipal ordinances, and court decisions.
- Thorough knowledge of geography of municipality and locations of important buildings.
- Thorough knowledge of methods and practices or police investigative tactics and techniques.
- Ability to command respect of the officers and assign, direct and supervise their investigative work.
- Ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations.
- Ability to analyze complex police problems and situations and to adopt quick, effective and reasonable course of action.
- Skill in the use of firearms, defensive tactics, and other police equipment.

D) Qualifications:

Employee must be certified or certifiable as a full-time officer with the State of New Hampshire. At least three (3) years progressively responsible experience in law enforcement and crime prevention with an emphasis on investigative experience or any combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.

E) Working Conditions:

While performing the duties of this position it may be necessary to work in all outside weather conditions to include, but not limited to snow, sleet, rain, and high winds. This position may be exposed to toxic or caustic chemicals as well as a variety of hazardous materials. This position may at times involve exposure to loud noises. It may also include exposure to hostile environments and situations.

F) Physical Demands:

While performing the duties of this position the employee is frequently required to sit, type, and talk or hear. The employee must be able to sufficiently see in the normal vision range with or without correction to read computer screens and printed documents. The employee may be required to stand, walk, and run for extended periods of time. The employee must be of sufficient physical ability to perform moderate to heavy lifting, discharge various types of firearms, operate emergency vehicles, and be able to react quickly to emergency situations. The employee must be able to successfully complete the department and state physical agility tests as mandated.

G) Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.


H) Signatures:

This job description has been approved by all levels of management:

Policy#:

Effective Date: 9/11/2009
Reviewed and Revised: 6/1/2018

Chief of Police: Brandon Alling
Printed


Signature

Town Manager: Jo Lacaillade
Printed


Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____
Printed

Signature

Date: _____