

## POLICE DETECTIVE

### DEFINITION

Conducts investigations of: crimes against students, District personnel, District facilities and background investigations; protects confidential information; and engages in community-based policing.

### TYPICAL DUTIES

Conducts investigations of crimes against District property, such as arson, burglary, and vandalism, and files criminal complaints when appropriate.  
Investigates threats and criminal acts against District personnel and students.  
Conducts investigations of District employees suspected of committing criminal acts.  
Conducts background investigations as needed for current and potential School Police personnel.  
Prepares and writes detailed reports of assigned investigations.  
Maintains contact with law-enforcement personnel, community organizations and residents, and confidential sources of information in order to obtain and provide data.  
Works in concert with other law-enforcement personnel and may advise and assist them in cases related to crimes against the District.  
Performs investigations of a sensitive nature that may not include crimes.  
Prepares and serves arrest and search warrants.  
Assists with unusual occurrences as necessary.  
May assist in training School Police Department personnel in investigative, collaborative problem solving, and community-based policing techniques.  
May serve subpoenas.  
May conduct threat assessments.  
May be assigned to a support unit.  
May perform all journey-level duties of a Police Officer.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Police Detective conducts investigations of: crimes against students, District personnel, District facilities and background investigations; protects confidential information, and engages in community-based policing.

A Sergeant supervises the daily activities of Police Officers, School Safety Officers, and civilian staff assigned to a division or specialized assignment of the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

A Police Officer performs police work in the prevention, control, and investigation of crimes against students, District personnel, and the protection of District property to ensure that essential police functions and community-based policing are carried out.

## SUPERVISION

General supervision is received from a Sergeant or higher-ranking personnel. Provides work direction over investigative procedures to lower- ranking personnel in specific types of cases.

## CLASS QUALIFICATIONS

### Knowledge of:

- Collaborative problem solving-techniques
- Community-based policing
- Relationship building as an essential part to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Growth, development, and problems associated with various stages of youth and adolescence
- Threat assessment processes
- California Penal Code and City and County ordinances and constitutional requirements to theft, burglary, arson, malicious mischief, trespass, arrest, search, seizure, and other criminal matters
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Provisions of the Education Code related to law enforcement activities
- Regulations pertaining to the protection of students, personnel, equipment, and buildings and grounds belonging to the District
- Sources of information specifically available for use by law enforcement personnel through the Computer Aided Dispatch System, the Security Information Management System, the Justice Data Interface Controller, and the National Crime Information Center
- Appropriate use of radio broadcasting equipment
- Building security systems and appropriate response procedures
- Special electronic and photographic equipment used in investigations
- Techniques for lifting fingerprints and securing other physical evidence
- Organizational structure of the School Police Department, the District, the courts, the District Attorney's Office, the City Attorney's Office, and other law enforcement agencies

### Ability to:

- Apply collaborative problem solving techniques with school personnel, law enforcement officers, and the public in order to develop solutions to problems and increase trust in police
- Deemphasize the paramilitary aspects of the job
- Write clear and concise reports
- Gather and recognize salient information and analyze its relationship to matters under investigation
- Interview victims
- Maintain confidentiality of investigation records and proceedings
- Keep accurate records
- React calmly in stressful situations
- Obtain information from court records and records of other public agencies
- Effectively identify, address, and resolve workplace disputes, issues, and problems

### Special Physical Requirements:

- Visual field and depth, and color and hue perception
- Hear normal voice-range frequencies
- Agility, strength, and stamina to make apprehensions and to protect self from attack

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably including the completion of at least 60 semester or 90 quarter units or equivalent from an accredited college or university.

### Experience:

Three years of full-time experience as a peace officer with a California law-enforcement agency certified to participate in the California Peace Officer Standards and Training (CA P.O.S.T.) program, of which two years must have been as a peace officer with the District.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

Appointment is subject to fingerprinting, a review of conviction records, and a comprehensive background investigation.

An appointee must be legally authorized to work in the United States.

Possession of an Intermediate CA P.O.S.T. Certificate or its equivalent.

Successful completion of a CA P.O.S.T. approved core course in criminal investigations within one year of appointment to the position of Police Detective, will be required after appointment unless the course has been completed within the preceding three years.

Ability to speak and understand Spanish is preferable.

Qualify quarterly with departmentally approved firearms at a designated police range.

Subject to rotation in assignment, work shift, and location.

Subject to 24-hour call that may include weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK