



CITY OF MANITOU SPRINGS Job Description

Updated 1-24-2020

Position: Police Detective
Department: Police
Reports to: Police Administrative Sergeant
Status/Salary Classification: Non-Exempt,
Hours: Full-time, Monday – Friday 8:00 a.m. – 5:00 p.m., evening meetings also required
Benefits: Health, Life & Dental Insurance, Paid Vacation & Sick Leave, PPFA

ABOUT THE POSITION:

The Manitou Springs Police Department is looking for an experienced, proven investigator to join our team. The MSPD Detective is tasked with providing investigative expertise and oversight on a wide variety of investigations; take the lead on all major criminal matters and lengthy investigations; recommend/maintain policy and procedures related to criminal and internal investigations; support the operation of the Evidence Facility as required.

Position Qualifications

Education:

- Bachelor's degree in, Criminal Justice, Public Administration or a related field is preferred; may be substituted with Law-Enforcement / Military experience.

Required Experience:

- Five (5) years of full-time law enforcement experience to include two (2) years of full-time plainclothes investigative experience working major crimes.
- Applicants must not have been separated from law enforcement service for more than five (5) years at the time of application.

Our Preferred Candidate has:

- Seven years of police investigative experience with at least two years at or above the level of sergeant.
- Experience working with prosecuting attorneys.
- Experience with evidence facility and function.
- Experience with records / policy / procedure development.
- Experience teaching / training / mentoring

Other Requirements:

- Applicant must be certified by the State of Colorado Peace Officer Standards and Training Board (CO POST) as a Peace Officer at the time of appointment OR qualify for Colorado Peace Officer Provisional Certification and POST certify by the end of the initial six (6) month period.

NOTE: Appointing Authority does not provide police academy training to qualify applicants for this position for Colorado Peace Officer certification.

- Applicant must submit to a pre-employment polygraph, psychological examination and physical/drug screening.
- Must currently possess or have the ability to obtain a valid Colorado Driver's License at time of hire.

Essential Job Tasks

- Investigate criminal acts such as homicides, sexual assaults, armed robberies, home invasions, and property crimes such as burglaries.
- Assist and provide support on investigations assigned to street patrol officers.
- Collect and use forensic evidence to solve crimes.
- Interview informants, suspects, and witnesses to ascertain alibis, clues, time frames, and possible suspects.
- Keep detailed records.
- Bag evidence carefully and ensure it gets sent to proper department.
- Send specimens to laboratory to obtain DNA.
- Run fingerprints through database to obtain matches.
- Collect enough evidence to support a court case against a criminal.
- Process crime scenes.
- Request additional police assistance.
- File paperwork.
- Follow up on leads.
- Prepare investigative reports.
- Attend autopsies and make notes.
- Prepare sketches and diagrams.
- Explain to the jury the significance of evidence as it relates to proof.
- Maintain an in-depth knowledge of federal and state statutes and court cases related to work performed and agency rules and regulations.
- Obtain search warrants.
- Perform surveillance and monitor suspects.
- Analyze laboratory findings.
- Exchange information and coordinate activities with other departments.
- Record physical information about suspects.
- Assist in the operation of the Evidence Facility
- Serves criminal subpoenas, legal process, and/or other legal documents as required.
- Plans, directs, and composes extensive, complex reports, memorandums and other correspondence using various computer software programs.

- Meets with prosecuting, defense, and civil attorneys to direct and assist in the preparation of cases for civil/criminal trial and administrative hearings.
- Testifies in civil, criminal court and administrative hearings as required.
- Plans, directs, and performs advanced, specialized or original criminal investigations which may involve undercover or covert responsibilities, search warrants, wiretaps, covert surveillance, and arrests.
- Assists the Patrol Division as required (natural disasters, special events, or as directed by the chief of police).
- Mentor officers in the investigatory process and establish a detective succession plan.

Working conditions:

Office setting in a team oriented environment with a focus on quality of life, reducing crime and reducing the fear of crime. One of the most beautiful areas of the United States, Manitou Springs has everything to offer the investigator looking for a place to work, live, play and enjoy what Colorado has to offer. While at work this position may require: Long periods of sitting while completing paperwork, standing and moving about during course of performing duties; ability to travel to and from various county locations for court appearances, meetings and trainings, utilizing personal or city-owned vehicles; ability to move up to 20 pounds.

The hiring authority will select the successful candidate based on departmental needs.

All offers of employment made to new hires and rehires at Manitou Springs Police Department are contingent upon successful completion of a post-offer, pre-employment thorough background investigation.