

Investigations Detective Special Assignment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts investigations on criminal cases.
- Performs follow-up on initial reports from Police Officers or the public; examines and screens data to ascertain its usefulness; analyzes data to identify links between individuals and crimes; looks for patterns, identifies suspects, and determines if information is credible.
- Processes crime scenes, identifies and collects additional evidence such as fingerprints, biological evidence; takes photographs; and logs evidence; interviews suspects, witnesses, victims; identifies and follows up with suspects and leads.
- Writes and serves search warrants and subpoenas, obtaining approval through State Attorney.
- Works to locate suspects, witnesses, and other relevant parties; makes arrests; prepares required investigative reports and develops and maintains accurate, complete and up to date case files.
- Maintains a heavy case load and complete in a timely and efficient manner.
- Required to be on-call to respond at any time of day throughout the week and participate in on-call schedule.
- Cooperates with other law enforcement agencies in investigations. Analyzes cases and works with other agencies to make connections to other cases, including inactive cases, and resolve open cases. Exchanges information, attends meetings.
- Prepares cases for prosecution and submits to City or State Attorney as appropriate. Collates case information, writes case narrative, and works with prosecutors on putting case forward. Testifies in court, often designated as case agent for major trials.
- Teaches courses to Police Officers and Crime Scene Investigators.
- Conducts presentations on crime prevention for the public, various groups, and the Citizens' Academy.
- Conducts undercover work.

MINIMUM QUALIFICATIONS

- Three years of previous experience as a West Fargo Police Officer.

SPECIALIZED INVESTIGATIONS DIVISION REQUIREMENTS

- Permanent Investigators
 - Actively participate in supervisory role in the absence of the Investigative Lieutenant or Sergeant.
 - Participate in a mentor role for the rotating investigators.
 - Take lead role in high profile cases: on-scene throughout trial.
 - Expected to provide guidance and support to rotational detectives in achieving objectives.

- Narcotics Investigators
 - Ability to run and operate Confidential Informants.
 - Knowledge in visual, audio and tracking electronic devices.
 - Maintain open communications with the WFPD Investigations Sergeant and BCI/DEA Supervisor.
 - Operating in undercover operations, as undercover agent or incident commander of undercover operations.

- Street Crimes Unit
 - Gain and maintain knowledge/ intelligence of local, national and international gangs.
 - Identification, tracking and suppression of gang members, associates and activities.
 - Provide court testimony regarding gangs.
 - Investigate and/or assist investigations into gang related criminal cases.
 - Develop and run confidential informants and sources of information.
 - Operate in multiple jurisdictions including multiple states (ND and MN), with knowledge of laws, ordinances and enforcement.

- Intelligence Bureau
 - Act as a liaison between the West Fargo Police Department and various other local, state and federal agencies, as well as, other groups such as bank fraud and loss prevention.
 - Adhere to federal guideline 28 CFR part 23 regarding the collection, storage and dissemination of criminal intelligence.
 - Intelligence information received and disseminated from various sources will be vetted and categorized to ensure its accuracy.
 - Creates bulletins to effectively disseminate information to other units of the police department, as well as, other agencies.
 - Creates courtroom quality displays to effectively pass on information during court proceedings.
 - Crime Mapping of current trends in the city.
 - Use of video or photographic enhancement equipment or software to assist in identifying suspects and suspect vehicles.
 - Threat assessment for major events or critical infrastructure on West Fargo.