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| **DENVILLE TOWNSHIP POLICE DEPARTMENT****POLICY & PROCEDURES** | **PATCH300 (2)** |
| **VOLUME: 2** | **CHAPTER: 32** | **# OF PAGES: 4** |
| **SUBJECT: DETECTIVE JOB RESPONSIBILITIES**  |
| **BY THE ORDER OF:** **Chief of Police Christopher Wagner** | **ACCREDITATION STANDARDS: N/A** |
| **Effective Date: 2-18-2015** | **SUPERSEDES ORDER #: V2 C16** |

**POLICY:**

Under the direct supervision of the Investigative Division Commander, a detective enforces all federal laws, state laws, and local ordinances where his authority exists. He responds to emergency calls and/or serious incidents or crimes where additional manpower may be needed.

**PROCEDURE:**

1. Investigates assigned cases where the suspect has escaped apprehension and/or investigation.
2. Interviews victims and witnesses of crimes.
3. Takes charge of crime scenes when called to investigate, and preserves evidence.
4. Prepares search warrant applications if needed.
5. Reviews and updates active case files regularly, and closes out cases when appropriate.
6. Investigates non-assigned cases that may have leads available, or where likelihood of solving cases is seen; or those that need follow-up for various other reasons.
7. Care of Suspects
8. Apprehends and subdues suspects.
9. Interrogates suspects properly.
10. Takes formal statements of suspect, if possible.
11. Guards prisoners and arrested persons by appropriately positioning self in relation to prisoners, and by using handcuffs when necessary in order to prevent escape and to protect the prisoners from harm.
12. Refers juvenile cases to the Juvenile Officer by submitting known details in order to have the case handled by appropriately trained personnel.
13. Prepares to testify in court by collecting documents, reports and other evidence related to the case, reading all reports and notes, and talking with other officers, supervisors, solicitors, and witnesses, in order to insure accuracy and effectiveness of testimony.
14. Testifies in court by presenting facts and/or evidence related to the case and by answering attorney’s and magistrate’s questions in order to help insure the proper disposition of the case.
15. Assists other Investigators where aid is needed.
16. Maintains a basic knowledge of the cases that all other detectives are investigating.
17. Assists other divisions in the department where aid is needed.
18. Augments the Patrol Division when called upon.
19. Assists the Patrol Division in making arrests, typing complaints and securing arrest warrants and search warrants, gathering evidence, determining proper charges, proper procedure and paperwork on arrests and for processing prisoners, interrogations, interviews, identifying unknown persons, answering questions on criminal law and procedures, and photographing fatal/serious motor vehicle accident scenes.
20. Assists other agencies.
21. When mutual aid is requested and cleared through supervisory personnel.
22. Properly care for and operate all equipment
23. Maintain proficiency in the care, upkeep and use of duty weapons.
24. Maintain care in the use of other equipment assigned.
25. Check any suspicious activity noted while out of the confines of the Investigative Division office.
26. Maintain radio contact with Headquarters and/or Division, or advise supervisor of whereabouts and how to contact if needed.
27. Conducts background investigations on police applicants.
28. All investigators will receive training in crime scene processing to include, but not limited to:
29. Recovery of latent fingerprints and palm prints.
30. Recovery of foot, tool and tire impressions.
31. Photographing of crime and accident scenes.
32. Collecting, preserving, transmitting physical evidence including biological materials.
33. Juvenile Officer
34. One of the detectives in the Investigative Division will be assigned the duties of the Juvenile Officer.
35. The Juvenile Officer shall render assistance to families in crisis by referring the family to the proper agency, or supply educational information in regard to the state juvenile laws.
36. The Juvenile Officer shall develop and maintain a working relationship with those agencies that are involved with the safety, education and welfare of the youths of the community.
37. The Juvenile Officer must be able to speak before civic and educational groups. He must also have the ability to give oral testimony at juvenile court proceedings.
38. After signing a complaint, the Juvenile Officer must make certain that all reports, evidence and witness lists are forwarded to the proper agencies to assure that the youthful offender’s best interest are represented.
39. The Juvenile Officer must properly prepare his cases so that the state’s best interests are also represented.

XIII. Evidence and Property Officer

 A. One of the Detectives in the Investigative division shall perform all of the

 requisite functions of the Evidence Property Officer as

 defined in the Evidence Property policy (Volume 5 Chapter 6)

XIV. Megan’s Law Officer

 A. One of the Detectives in the Investigative division shall perform all of the

 duties associated with registering, investigating and

 administering all aspects of the Megan’s Law Sex Offender registry

 program as outlined by New Jersey State Law.

XV. Alcohol Beverage Commission Officer

 A. One of the Detectives in the Investigative division shall perform all of the

 functions of the A.B.C. Officer as outlined by New Jersey State law.

XVI. Perform any other law enforcement function assigned by the Division Commander,

 Captain or Chief of Police.