

DETECTIVE**JOB DEFINITION**

A SKILLED POLICE POSITION RESPONSIBLE FOR INVESTIGATING CRIMES, INCIDENTS AND SITUATIONS; GATHERING INFORMATION AND EVIDENCE. ALSO PROTECTING LIFE AND PROPERTY, ENFORCING MUNICIPAL AND STATE LAWS PERTAINING TO THE PREVENTION, DETERRENCE AND CONTROL OF CRIME INCLUDING TRAFFIC LAWS. APPLIES PROPER POLICE POLICIES, PROCEDURES AND TECHNIQUES. UNDER THE DIRECT SUPERVISION OF THE COLONEL, SUPPORT SERVICES.

PRINCIPLE DUTIES

PERFORMS MANUAL TASKS THAT REQUIRE PHYSICAL STAMINA AND THE USE OF POLICE EQUIPMENT AND APPARATUS, FIREARMS AND OTHER WEAPONS, AND THEIR APPLICATION AS WELL AS ADVANCED INVESTIGATIVE TECHNIQUES AND PROCEDURES. SOME EXAMPLES OF THESE DUTIES ARE:

- ! OPERATES POLICE VEHICLES AND RADIOS SAFELY BY ABIDING BY DEPARTMENT POLICIES.
- ! EMPLOYS HAND TOOLS, CHEMICALS, CAMERAS, AND OTHER EVIDENCE GATHERING MATERIALS
- ! USES FIREARMS, TASERS AND OTHER WEAPONS IN ACCORDANCE WITH DEPARTMENT USE OF FORCE POLICY.
- ! PROTECTS PEOPLE, PLACES, AND THINGS.
- ! TESTIFIES AND PROVIDES EVIDENCE IN COURT CASES.
- ! CONDUCTS TRAFFIC STOPS AND ISSUES CITATIONS AND WARNINGS.
- ! ADMINISTERS FIRST AID, RESCUE AID AND RELATED DEVICES.
- ! INVESTIGATES CITIZEN COMPLAINTS OF CRIMINAL ACTIVITY, MISDEMEANOR AND FELONY CRIMES AND CRIME SCENES, AND ACCIDENTS THOROUGHLY AND EFFICIENTLY BY EMPLOYING ADVANCED INVESTIGATION POLICIES, PRACTICES AND PROCEDURES.
- ! RESPONSIBLE FOR CRIME SCENE SECURITY.
- ! COLLECTS, TAGS AND SECURES EVIDENCE.
- ! CONDUCTS SEARCH AND SEIZURE PROCEDURES AND COORDINATES SAME WITH OTHER GOVERNMENTAL AND LAW ENFORCEMENT AGENCIES.
- ! CONDUCTS EFFECTIVE INTERROGATIONS AND INTERVIEWS WITH VICTIMS AND SUSPECTS.
- ! REQUESTS AND OBTAINS ARREST AND SEARCH WARRANTS.
- ! ENFORCES MUNICIPAL AND STATE TRAFFIC AND CRIMINAL LAWS.
- ! TRAINS AND DRILLS IN POLICE METHODS, TECHNOLOGY, SYSTEMS, FIRST AID, AND MUNICIPAL AND STATE LAWS AND CODES.
- ! INSPECTS SECURITY OF BUILDINGS, STRUCTURES, PREMISES, AND VEHICLES.
- ! PREPARES EXTENSIVE, GRAMMATICALLY CORRECT WRITTEN AND ORAL REPORTS.
- ! PRACTICES PROFESSIONAL CONFIDENTIALITY AND INTERNAL INTEGRITY.
- ! FINGERPRINTS PERSONS USING LIVE-SCAN AND INK PRINTS.
- ! ESTABLISHES CONTACTS, CONFIDENTIAL INFORMANTS AND DEVELOPS GOOD PUBLIC RELATIONS.
- ! DIRECTS TRAFFIC WHEN NECESSARY.
- ! ANALYZES SITUATIONS, ADOPTING QUICK, EFFECTIVE AND REASONABLE COURSES OF ACTION.
- ! MAINTAINS POLICE EQUIPMENT, APPARATUS AND PHYSICAL FACILITIES.
- ! SUBMITS DAILY REPORTS TO AND COORDINATES ACTIVITIES WITH IMMEDIATE SUPERVISOR.
- ! OTHER DUTIES AS MAY BE ASSIGNED FROM TIME TO TIME.

JOB QUALIFICATIONS

- ! MUST BE AT LEAST 21 YEARS OF AGE.
- ! MINIMUM EDUCATION OF HIGH SCHOOL DIPLOMA OR EQUIVALENT.
- ! MUST HAVE SUCCESSFULLY COMPLETED THE STATE MANDATED BASIC POLICE OFFICER CERTIFICATION COURSE (P.O.S.T.) AND HAVE AT LEAST TWO (2) YEARS TRAINING IN CRIMINAL JUSTICE, POLICE SCIENCE OR A COMBINATION OF EDUCATION AND EXPERIENCE.
- ! SKILLED IN BOTH WRITTEN AND ORAL COMMUNICATIONS, INCLUDING GENERAL MATH, GRAMMAR AND SPELLING, WITH THE ABILITY TO EXPRESS IDEAS CLEARLY AND CONCISELY.
- ! SKILLED IN THE USE OF FIREARMS, POLICE RELATED WEAPONS, OFFICE EQUIPMENT, GPS, COMPUTER SOFTWARE AND HARDWARE, CAMERA, COMMUNICATION DEVICES AND POLICE VEHICLES.
- ! COMPLETE CITY EMPLOYMENT APPLICATION.
- ! PASS BACKGROUND CHECK INCLUDING POLICE SECURITY AND JOB-RELATED CREDIT CHECKS, PERSONAL AND PREVIOUS EMPLOYMENT REFERENCES, CRIMINAL HISTORY, AND MVR.
- ! PASS PSYCHOLOGICAL ASSESSMENT, PRE-EMPLOYMENT AND RANDOM DRUG AND ALCOHOL SCREEN, AND JOB RELATED PHYSICAL EXAMINATION (SEE ATTACHED SHEET FOR REQUIREMENTS).
- ! MUST BE ABLE TO WORK DESIGNATED HOURS INCLUDING ON-CALL STATUS, NIGHTS, WEEKENDS, HOLIDAYS AND OVERTIME.
- ! MUST MAINTAIN A VALID LINE OF COMMUNICATION SUCH AS HOME PHONE OR CELL PHONE.
- ! POSSESS AND MAINTAIN A VALID APPLICABLE GEORGIA DRIVERS LICENSE WITH A CLEAN DRIVING RECORD.

DESIRED JOB CHARACTERISTICS

- ! DEPENDABLE, PUNCTUAL WITH EXCELLENT ATTENDANCE BACKGROUND.
- ! NEAT AND CLEAN PROFESSIONAL APPEARANCE AND ATTIRE.
- ! MUST BE ABLE TO PERFORM ARDUOUS TASKS FREQUENTLY UNDER STRENUOUS AND ADVERSE CONDITIONS OFTEN INVOLVING PERSONAL DANGER, DEALING WITH MENTALLY UNSTABLE PEOPLE AND JUVENILES.
- ! MUST ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIP WITH OTHER EMPLOYEES, SUPERVISORS AND THE GENERAL PUBLIC.
- ! KNOWLEDGE OF, OR THE ABILITY TO EASILY LEARN, THE CITY STREET SYSTEM, PHYSICAL LAYOUT AND ADJACENT AREAS.

SIGNATURE

DATE

JD6 | DETECTIVE.FIELD.PD.MWD

REVISED	3/93	2/95	5/95	7/97	6/10								
REVIEWED	4/06												

JOB TITLE	DETECTIVE	APPTRAK
EEO CLASS	4	APPTRAK
DIVISION	TECHNICIANS	APPTRAK
EEO CLASS#	4	ABRA
EEO CLASS	PROTECTIVE SERVICE	ABRA
EEO4	POLICE PROTECTION	ABRA
GRADE	14p	ABRA

PHYSICAL DEMANDS & EXPOSURES
for
POLICE DEPARTMENT / SUPPORT / DETECTIVE

Total number of hours spent, or could be spent on the job in the following activities:

Situation	At ONE Time	ENTIRE Work Day
SITTING:	2 to 4 Hours	5 to 6 Hours
STANDING:	2 to 4 Hours	4 to 5 Hours
WALKING:	1 Hr or Less	1 Hr or Less
RUNNING:	1 Hr or Less	2 Hrs or Less

Repetitive Use of Hands:

{Operation of Office machines, driving}

Situation	Simple Grasping	Pushing / Pulling	Fine Manipulation
RIGHT:	Yes	Yes	Yes
LEFT:	Yes	Yes	Yes

Repetitive Use of Feet:

Situation	Results
RIGHT:	Yes
LEFT:	Yes
BOTH:	Yes {standing, walking, running, self-defense, driving}

Frequency of the following activities on the job:

LIFTING:	Occasionally	Frequently	Continuously
up to 15 lbs.:		X	
16 to 30 lbs.:	X		
31 to 50 lbs.:	X		
50 plus lbs.:	X		

CARRY:	Occasionally	Frequently	Continuously
up to 15 lbs.:			X {equipment, duty belt}
16 to 30 lbs.:		X	
31 to 50 lbs.:	X		
50 plus lbs.:	X		

REACH:	Occasionally	Frequently	Continuously
Above Shoulder:	X		
Chest Level:		X	

PSYCHOLOGICAL DEMANDS:	Occasionally	Frequently	Continuously
Mental Stress:		X	
Working w / others			X

**PHYSICAL DEMANDS & EXPOSURES
for
POLICE DEPARTMENT / SUPPORT / DETECTIVE**

Situation:	Occasionally	Frequently	Continuously
Bend:		X	
Squat / Crouch:		X	
Climb:	X {fences, rails, walls, etc.}		
Twist / Turn		X	
JUMPING	X {from elevated surfaces to 4 ft.plus}		

Exposure to the following:

Situation:	Occasionally	Frequently	Continuously
Vibration:		X {auto}	
Heights:	X {unprotected , climbing ladder, fences, etc.}		
Moving Machinery:		X	
Inclement Weather:		X	
Extreme Heat:	X		
Dust / Fumes / Grasses:	X		
Pollen / Plant Matter:	X		
Grasses:	X		
Chemicals:		X {O. C. spray}	

(Telephone, Computer, Driving)

AUDIO / VISUAL NEEDS:	Occasionally	Frequently	Continuously
Hearing:			X
Near Vision:			X
Far Vision:			X
Peripheral Vision:			X
Color Discrimination:			X
Depth Perception:			X {communication, driving, self-defense, radio operation, shooting}

OTHER:	Consequences
Exposure to hum or electronic machines, video screens, and other office machine & equipment. Occasional exposure to high voltage equipment. Physical, sometimes dangerous, contact with the public involving foot and high-speed pursuit. Exposure to infectious diseases, blood born pathogens and other bodily fluids	

Please sign and date below, acknowledging that you have read and understand the attached **JOB DESCRIPTION** and **PHYSICAL DEMANDS AND EXPOSURES** forms, and that you correctly answered the last question on page two (2) of the **EMPLOYMENT APPLICATION** form as related to this information.

Signature

Date