



Detective
Police Department

PD

JOB SUMMARY

This position is responsible for the investigation of assigned criminal cases to determine the nature of criminal activity, to prevent or solve crimes, and to identify and apprehend offenders.

MAJOR DUTIES

- Investigates crimes; performs crime scene analysis; identifies and collects evidence; photographs and/or diagrams crime scenes; checks for latent fingerprints.
- Detains and arrests suspects; protects the rights of individuals in custody; processes arrested persons by obtaining identification and prior arrest record information; records all property confiscated; transports suspects to jail.
- Obtains search warrants or subpoenas for appropriate court; conducts authorized searches; describes reasons for arrest warrant to appropriate court; makes arrests or turns warrants over to uniform patrol bureau or other police agency for service.
- Interviews victims, witnesses, suspects, and other interested parties.
- Maintains control over physical evidence; records and stores evidence; intakes and processes evidence; transports evidence to state crime lab for further processes; makes copies of video and photographic evidence; analyzes and verify latent fingerprint evidence; researches case disposition and determines appropriate disposal or return of property and evidence; maintains related files and records and prepares related reports.
- Prepares a variety of forms and reports; prepares cases files; testifies in court as needed.
- Prepares a variety of records and reports including supplemental reports of investigations, reports of background investigations, and statistical reports.
- Assists in training department personnel in investigative techniques.
- Conducts stakeouts and undercover operations as necessary.
- Utilizes multiple online law enforcement platforms to conduct research and to gather and share information.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local ordinances and relevant state and federal laws.
- Knowledge of the criminal justice system.
- Knowledge of criminal investigation principles and practices.
- Knowledge of crime scene processing and evidence collection methods.
- Knowledge of criminal and motor vehicle laws.
- Knowledge of evidence collection, retention, and disposal requirements.
- Skill in the use of computers and job-related software programs.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The CID Captain assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state, and federal laws and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied criminal investigation, evidence management, and law enforcement duties. The unique nature of each case contributes to the complexity of the work.
- The purpose of this position is to conduct criminal investigations. Successful performance helps ensure the efficient and effective enforcement of laws and the successful arrest and prosecution of perpetrators.

CONTACTS

- Contacts are typically with department personnel, other city employees, court personnel, attorneys, representatives of other law enforcement agencies, victims, witnesses, suspects, business owners, state crime lab employees, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate persons, and settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee frequently lifts light and occasionally heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, potentially dangerous and life-threatening situations. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.