

POLICE DETECTIVE

General Statement of Duties

Performs difficult specialized law enforcement work in investigation and solution of crimes and the apprehension, and prosecution of persons suspected of committing crimes.

Distinguishing Features of the Class

An employee in this class conducts preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses, and suspects; secures and investigates the crime scene; performs investigations of narcotics managing confidential informants and drug funds; identifies, collects and preserves physical evidence; prepares reports; and testifies in court. The employee may also serve as one of the department's evidence officers. The work requires the application of modern investigation techniques, sound judgement, and independent initiative in pursuit of work objectives. Work entails a complete variety of criminal investigations including categories such as narcotics, juvenile crimes, sex crimes, etc. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may require standby and/or call back time. Work in the law enforcement duties is also subject to the final standards of OSHA on blood borne pathogens and requires on-call and call-back work. Work is performed under general supervision, and is evaluated through review of reports and conferences.

Duties and Responsibilities

Essential Duties and Tasks

Conducts initial and follow-up investigations of criminal incidents; interviews persons in connection with criminal incidents including victims, witnesses, and suspects; secures crime scenes, collects, establishes chain of custody, and preserves physical evidence; processes evidence through on-site identification technology and use of state and local laboratories.

Conducts narcotics investigations; coordinates and participates in undercover surveillance, narcotics purchases, managing confidential informants, and coordinating with other law enforcement agencies.

Reviews patrol incident reports to identify crime trends and needed investigations.

Prepares and reviews written reports of investigative activities; arrests offenders; testifies in court regarding investigative activities.

Establishes effective contacts and coordinates work with the public, informants, coworkers, district attorney staff, and other law enforcement departments to gain information related to criminal activities; conducts surveillance and develops leads.

Cooperates with other law enforcement agencies to investigate, locate, apprehend, and arrest offenders.

Conducts a variety of investigations related to credit card fraud, identify fraud and related crimes.

When not conducting investigations, the employee participates in the regular patrol and other operations of the department.

May serve as Evidence Officer or assist with records of evidence and chain of custody and insuring security and tracking of all evidence; may destroy evidence according to laws and regulations; may serve as armourer.

May participate in background investigations for new hires.

Additional Job Duties

Police Detective

Page 2

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Considerable knowledge of physical, economic, and social characteristics of the Town.
- Considerable knowledge of modern investigative techniques, principles, and procedures.
- Considerable knowledge of federal, state, and local laws and ordinances pertaining to police operations and investigative procedures.
- Considerable knowledge of the application of information technology to investigations and law enforcement work.
- Knowledge of the practices and procedures involved in narcotics investigations, surveillance, and under cover purchases.
- Skill in collaborative conflict resolution and teamwork.
- Skill in the use of firearms and other law enforcement equipment and in the application of self defense and de-escalation tactics.
- Ability to independently perform complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to report clearly, orally and in writing the results of investigative efforts.
- Ability to effectively plan and organize work independently.
- Ability to work calmly under conditions of high stress and physical and emotional fatigue.
- Ability to make effective public and educational presentations.
- Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest.
- Ability to provide clear and accurate testimony.
- Ability to prepare clear and concise records and reports.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.
- Ability to communicate effectively in oral and written forms, and to present effectively in court testimony.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.
- Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

Desirable Education and Experience

- Graduation from high school supplemented by law enforcement, drug detection, investigation, and identification techniques training, and considerable experience in law enforcement; or equivalent combination of education and experience.

Special Requirements

- Certification by the North Carolina Criminal Justice Training and Standards Council as a law enforcement officer.
- Possession of a valid North Carolina driver's license.