



Job: Detective
Department/Div: Police Department
Reports to: Lieutenant
Supervises: None
Pay:

FLSA: Non-Exempt
EEO-4:
Date: 2/17/2023

JOB SUMMARY

This position is responsible for conducting criminal investigations.

MAJOR DUTIES

- Conducts specialized investigations and apprehends alleged violators
- Visits crime scenes, assist in search for and preservation of evidence
- Ability to use good judgment when dealing with difficult and confidential investigations
- Knowledge in collecting, preserving, and transmitting physical evidence

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of federal, state, and local laws.
2. Knowledge of the criminal justice system.
3. Knowledge of departmental rules and regulations.
4. Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
5. Knowledge of city geography, streets, roads, and buildings.
6. Knowledge of the procedures used in emergency communications.
7. Skill in the use of specialized law enforcement equipment.
8. Skill in preparing clear and comprehensive reports.
9. Skill in obtaining information through interviews, interrogations, and observation.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include the Uniform Code of Georgia Annotated, the US Constitution, case law, city codes and ordinances, 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 investigative and law enforcement duties. Strict regulations, frequent interruptions, and potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to conduct criminal investigations. Success in this position contributes to the enforcement of federal, state, and local laws and to the safety and well-being of the public.

CONTACTS

- Contacts are typically with co-workers, representatives of other law enforcement agencies, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally frequently lifts light and heavy, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, in a detention facility and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Active Georgia P.O.S.T Peace Officer Certification or Equivalency of Training Candidate
- 2 years law enforcement experience.
- Complete a minimum of twenty hours of Georgia P.O.S.T. approved service training annually.
- Requires a valid state driver's license with acceptable driving history
- Knowledge of modern methods and practices of criminal investigation and identification.
- Pass Oral Interview Board

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