

POLICE DETECTIVE

GENERAL STATEMENT OF DUTIES:

Conducts various types of investigations of actual or alleged criminal activities, serious accidents, gang or drug activity, white collar crimes, or deaths resulting from alleged criminal conduct, present findings to the District Attorney, and/or magistrate, seek charges, make arrests and uphold the laws of North Carolina. Process Crime scenes, locate, protect and collect evidence. Services as duty officer in the absence of the Chief of Police.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for investigating all forms of criminal activity as well as accidents, suspicious deaths, and other crimes by persons and groups. Emphasis of the work is on following structured investigative techniques to uncover evidence which exonerates the innocent or shows probable cause for arrests of perpetrators. Typical activities include interviewing victims, witnesses, and suspects as well as assisting in the collection of physical evidence or other documentation integral to the investigations such as phone records, past histories, or other facts. This classification does not routinely exercise supervision over other law enforcement personnel but may occasionally coordinate investigative efforts of uniformed personnel in one or more agencies which may be involved in an investigation.

ILLUSTRATIVE EXAMPLES OF WORK:

- Performs surveillance and undercover work in a variety of areas; develops and maintains list of confidential informants
- Prepares reports, takes statements, and prepares documentation to obtain search and arrest warrants or wire taps
- Processes crime scene, record crime scene for accuracy,
- Conducts criminal investigations; interviews and interrogates suspects, victims, and witnesses; apprehends and arrests suspects
- Conducts detailed searches for physical evidence and latent fingerprints; maintains evidence and fingerprint files and ensures legal chain of custody; documents and disposes of evidence as directed by court officials of District Attorney's office
- Consults with District Attorney's Office in prosecuting cases; prepares investigative reports for prosecution to assist prosecuting attorneys in preparing cases for grand jury and/or trials
- Responds to crime scenes; interviews victims, witnesses, and gathers physical evidence
- Maintains liaison with other local agencies such as the courts, county social services, medical examiner's office, and other agencies
- Participates in or leads public relations functions such as job fairs, school presentations and neighborhood watches, and related activities
- Review and correct paperwork submitted by patrol officer, issues equipment and conduct patrol vehicle inspections, complete daily and weekly reports
- Testifies at all hearings in court, grand juries, and trials regarding investigation processes and actions taken; provides expert testimony and presents evidence in court proceedings

- Conducts specialized and/or advanced training in specialized areas such as homicide, arson, organized crime, and sex offenses
- Performs background investigations and assists in other investigations as needed or assigned by supervisor
- Performs other law enforcement functions as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state and federal criminal procedures as well as motor vehicle and traffic laws
- Knowledge of laws for arrest, rules of evidence, rights of citizens, search and seizure, confiscation of stolen property, court procedures, and general law enforcement
- Knowledge of federal, state and local laws and ordinances applicable to the protection of lives and property
- Knowledge of the techniques of photography, latent fingerprint search, fingerprint classification, firearm characteristics, and other law enforcement identification techniques
- Knowledge of investigative techniques and documents available for inspection and what constitutes an illegal invasion of privacy
- Knowledge of community policing and providing assistance to the public
- Knowledge of the appropriate use and care of police equipment such as handguns, shotguns, baton, handcuffs, radios, teletypes and other modern protective and communication devices
- General knowledge of investigative techniques to perform criminal investigations and recordkeeping procedures to maintain case records
- Ability to develop sources of information using discretion to obtain and release information
- Ability to organize criminal investigations to successfully develop a case for prosecution
- Ability to work under general supervision with unstructured assignments to achieve goals
- Ability to review investigation reports for reliability and accuracy of techniques utilized
- Ability to remain in sufficient physical condition to perform the duties of the position
- Ability to execute and serve warrants pursuant to department authorization
- Ability to communicate verbally and in writing to investigate crimes, prepare clear and concise reports on investigations, conduct surveillance, and obtain criminal complaints
- Ability to remain objective until all facts are known and to clearly substantiate a finding
- Ability to maintain integrity and confidentiality of criminal records and investigations
- Ability to access databases, prepare reports, and enter information in automated equipment
- Ability to develop crime prevention measures to reduce crime in high risk areas as assigned
- Ability to operate photographic equipment and utilize standard crime scene equipment

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Work in this classification is medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The performance of police duties requires above average physical endurance in running, climbing and lifting, as well as good balance, hearing and vision. Incumbents in this classification may be exposed to gunfire, toxic chemicals, traffic hazards, occasional driving at high speeds, communicable diseases and physical abuse from hostile or disoriented individuals. Employee may be required to use sufficient physical force to subdue or restrain persons including the use of lethal and deadly force. Employee must have the visual acuity to prepare and

analyze data and figures, operate a computer terminal, and perform extensive reading. Employee is expected to exhibit and maintain a high degree of physical fitness required to withstand the rigors of law enforcement work.

Working Conditions:

Employee is exposed to inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level; hazards including proximity to moving equipment; and atmospheric conditions which may affect the respiratory system. Work environment often includes persons with criminal records with little to no respect for law enforcement. Precautions are required to minimize their exposure to blood-borne pathogens, communicable diseases, and bodily harm. Employee may be assigned to work evening and weekend hours, is subject to call out, and may be assigned work in other locations as part of a criminal investigation team.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalency and at least 4 years experience performing increasingly responsible/varied law enforcement work

Special Requirements:

- Valid North Carolina Drivers License
- Intermediate Law Enforcement Certification by the North Carolina Criminal Justice Education & Training Standards Commission

FLSA Status - nonexempt (FLSA 7k exemption) in which overtime is not due unless the employee actually works in excess of 171 hours in a 28-day work period, or 42 hours in a work week

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PSQ). The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

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