



City of Winder
Job Description: Detective
Department: Police

Rev 06/14

EEO Function:

Pay Grade: PD-6

EEO Category: Service Workers

Status: Non-Exempt

Pay Type: Hourly

Position Number: 6342

I. Chain of Command/ Reports To

Police Sergeant or through the Chain of Command to the Chief of Police

II. Job Summary

Under general direction a Detective is often responsible for assisting victims of crimes and responding to the scenes of crimes, conducting preliminary and follow-up investigations, preparing the required investigative reports, interviewing victims, complainants, witnesses and suspects; secures and investigates the crime scene; identifies, collects and preserves physical evidence; prepares reports; and testifies in court. Work involves the application of special knowledge and techniques in the processing, follow-up, and investigation of alleged crimes. Work also involves performing undercover operations, operating technical investigative equipment, and interpreting data. Employees may be assigned to a special project where individual skills and abilities can be utilized.

III. Essential Duties and Functions

Administrative/Financial

- Follow and promote Policy & Procedures of the City of Winder.
- Informs and advises the Investigations Sergeant and Commander on all department issues affecting the City; provides advice, support, and information to other Detectives and the Senior Crime Analyst.
- Assists the Investigations Commander in developing city law enforcement policies and procedures and ensures compliance with local, state, and federal laws and regulations.
- Assist with developing strategic priorities, goals, and objectives; establishes criteria to determine efficiency and effectiveness of the Police Department.
- Provides monthly reports to the Investigations Sergeant and other reports as required.
- Attends committee meetings, and other meetings as required to present and explain issues pertaining to the community, public safety, and departmental requirements/policies and procedures.

Operations

- Responds to citizen complaints or inquiries by phone, in person, by written correspondence or email.

- Conducts initial and follow-up investigations of criminal incidents.
- Maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the City.
- Prepares and reviews written reports of investigative activities.
- Prepare cases for trial, including subpoenas, court exhibits, evidence preparation, and locating and contacting witnesses.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations.
- Serves as a witness in court as required.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, and other public sector organizations, community leaders, and citizens.
- Collects, establishes chain of custody, and preserves physical evidence; processes evidence through on-site identification technology and use of state and local laboratories; maintains records of evidence
- Collects, preserves, and maintains integrity of evidence in the field; properly packages, stores and secures evidence and maintains chain of custody.
- Processes crime scenes; collects, analyzes, and preserves evidence for court use.
- Performs crime scene processing, including diagramming, photographing, latent prints processing, collecting, and logging evidence.
- Interviews witnesses, complainants, and victims.
- Interrogates suspects and offenders.
- Performs intelligence information collection through confidential contacts, informants, and other networking.
- Conducts undercover investigations.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Investigates complaints, accidents, or hazardous conditions which might endanger the public.
- Participates in special narcotics investigations, surveillance, and related programs and activities.
- Prepare reports on all agency-seized assets for forfeiture action in accordance with all laws and procedures.
- Coordinates pawn shop detail activities, including review of pawn tickets and initiation of investigation of possible stolen property when appropriate.
- Recovers stolen property.
- Participate in raids and the execution of warrants.
- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Maintains the ability to function as a patrol officer.
- Directs traffic and assists motorists as warranted.
- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Attend autopsies when assigned to work a homicide.
- Performs related duties as assigned

IV. Knowledge, Skills, and Ability:

- Knowledge of City Charter and Ordinances pertaining to the Police Department.
- Knowledge of Georgia laws governing the apprehension, arrest and custody of accused persons.
- Knowledge of Operations, services and activities of a comprehensive law enforcement program.
- Knowledge of modern and complex principles and practices of law enforcement including identification and investigative techniques.
- Knowledge of recent court decisions affecting law enforcement.
- Knowledge of investigative techniques to include identifying and interviewing witnesses, and proper collection and preservation of evidence.
- Knowledge of advance writing techniques and proper English grammar.
- Advance knowledge of Microsoft Word and Excel.
- Ability to detect inconsistencies in facts and information as needed to investigate complaints.
- Ability to communicate orally as needed to exchange information with other employees, other professionals and the public.
- Ability to use standard City software as intended.
- Ability to use a computer to complete forms and reports.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to prepare clear, concise and comprehensive reports and other written materials.
- Ability to read and interpret legal documents and descriptions.
- Ability to prepare and review financial documents.
- Ability to perform criminal investigations involving complex and sensitive situations.
- Ability to present department documents.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to follow the chain of command.
- Ability to use surveillance equipment.
- Ability to properly use protective gear.
- Ability to maintain POST certification.
- Ability to pass drug testing as noted in policy.
- Ability to use and qualify with a firearm.
- Ability to pass an annual physical ability/fitness test.
- Ability to promote a positive work environment.
- Ability to maintain a neat and orderly workspace.
- Ability to maintain high ethical standards, both on and off duty.
- Skill in testifying clearly, cogently, and creditably in court.

- Skill in understanding and following oral and/or written instructions.
- Skills in effectively operating a motor vehicle on City/County/State streets.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Possession of Georgia POST certification.
- Completion of POST-approved in-service training hours each year.
- Meet and maintain the departmental firearms qualifications standards.
- Intermediate Certification Core Courses: Interpersonal Relations/Crisis Intervention.
- Advanced Certification Core Courses: 1) Advanced Report Writing and; 2) Interviews and Interrogations.
- Georgia Crime Information Center (GCIC) certified.
- Completion of specialty schools or training programs as required by the Investigations Commander.
- Possession of a valid Georgia driver's license.

VI. Qualifications

- High School diploma or GED.
- Minimum of 21 years of age.
- Three (3) years of law enforcement experience in a similar size or larger agency, including a minimum of one year with the Winder Police Department.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Must meet/pass department's psychological and background requirements.
- Must pass an annual fit for duty physical and/or physical abilities test.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to run, climb, stoop, kneel, crawl, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 160 pounds.

Vision: Visual range with or without correction to 20/20 in one eye and at least 20/30 in the other eye with no color deficiencies.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

VIII. Working Conditions:

This position works primarily in an office environment. While performing essential duties of the job, work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, around loud siren noise, and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Individuals may also be subjected to physical and verbal threats and other stressful situations while performing duties. The individual serving in this capacity may be required to use a firearm/deadly force, or may be required to utilize specialized protective equipment.

This position is designated as an emergency position that requires the employee to work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, public safety concerns, forced evacuations or as determined by the City Administrator.

All department personnel are subject to involuntary transfers at the discretion of the Chief of Police. Transfers and shift assignments are based on the needs of the department.

IX. Supervisory Controls/Responsibility:

None

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.