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| Job Title: | Police Internal Affairs Officer | FLSA: Non-Exempt |
| Department/Div: | Police Department | EEO-4 Code: |
| Reports to: | Chief | Date: 12/09/2022 |
| Supervises: | None | |
| Salary: | \$22.61-\$27.60 | |

JOB SUMMARY

This is supervisory police work in specialized law enforcement at the full performance level involving the application of specialized knowledge and abilities in the investigative prevention, detection of crime, and Brunswick Police Department policy and procedure violations. These elements distinguish this class from other classes of personnel who may make preliminary investigation of cases at the scene of a crime.

Work is performed in accordance with established rules and procedures. Employee performs duties under the general direction of the Chief through consultation, review of written reports and evaluation of work accomplished. Internal Investigations are assigned by the Chief

MAJOR DUTIES

1. Performs line inspections and conducts background investigations on police agency applicants.
2. Investigates complaints on subordinates and assists with other disciplinary problems of subordinates.
3. Obtains information or secures prosecutorial evidence on employees alleged to have committed a crime; interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes; visits crime scene, assists in the search for and preservation of evidence; investigates and follows up clues, takes latent fingerprints and crime scene photographs, and searches for and apprehends violators.
4. Conducts specialized types of investigations; investigates complaints made by citizens; as assigned by the Chief, visits establishments and places of entertainment licensed by the City of Brunswick.
5. Prepares and maintains complete and accurate written reports of investigation and activities relating to allegations of employee misconduct.
6. Perform related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

1. Considerable knowledge of modern methods and practices of staff and line inspections.
2. Considerable knowledge of modern methods and practices of background investigations.
3. Considerable knowledge of modern methods and practices of internal investigation.
4. Considerable knowledge of modern methods and practices of criminal investigation and identification.
5. Considerable knowledge of Police Department rules and regulations and of pertinent federal and state laws.
6. Considerable knowledge of geography and population pattern of the city.
7. Considerable knowledge of contraband materials.
8. Considerable knowledge of law and court rulings pertaining to probable cause.
9. Considerable knowledge of basic fingerprinting.
10. Considerable experience in the development of informants.
11. Considerable knowledge in the use of firearms and other assigned equipment.
12. Ability to observe and remember facts and details.
13. Ability to secure necessary information through interviews and investigative channels.

14. Ability to effect and maintain a satisfactory working relationship with other employees and the general public
15. Ability to prepare clear and comprehensive reports and to understand and execute oral and written decisions.
16. Ability to use good judgment when dealing with difficult and confidential investigations.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include the Uniform Code of Georgia Annotated, the US Constitution, local codes and ordinances, and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The variety of situations to be responded to, some dangerous and life-threatening, contribute to the complexity of the position.
- The purpose of this position is to perform uniform patrol duties. Success in this position contributes to the safety of city residents and visitors and to the enforcement of local, state and federal laws.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, and attorneys, representatives of other public safety agencies, victims of crimes, witnesses, suspects, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Georgia POST Certified Officer (Preferred)
Five Years Police Experience
Investigative experience