

**Job:** Detective **FLSA:** Non-Exempt

**Department/Div:** Police Department **EEO-4:**

**Reports to:** Lieutenant **Date:** 02/2024

**Supervises:** None

**Pay:** $51,480

**JOB SUMMARY**

This is specialized law enforcement work at the full performance level involving the application of specialized knowledge and abilities in investigation, prevention and detection of crime using community-oriented policing and problem-oriented policing techniques. These elements distinguish this class from other classes of personnel who may make preliminary investigation of cases at the scene of a crime.

**MAJOR DUTIES**

The following duties and associated tasks are typically performed by an employee in this position. No attempt is made to be exhaustive in the following list.

1. Obtains information or secures evidence for arrest of persons alleged to have committed a crime.
2. Interview suspects, prisoners, complainants, and witnesses to obtain information about crimes.
3. Visits crime scene assists in the search for and preservation of evidence.
4. Investigates and follows up clues, takes latent fingerprints and crime scene photographs and searches for, and apprehends alleged violators.
5. Conducts specialized investigations and raids and apprehends alleged violators.
6. Prepares and maintains complete and accurate written reports of investigations and activities.
7. Appears in court to present evidence and testify against persons accused of committing crimes.
8. Assist officers from other jurisdictions to recover stolen property, make investigations or arrests, and interrogate suspects.
9. Exchanges information with various local, state, and federal law enforcement and public security agencies.
10. Conducts specialized type of investigations and raids and apprehends alleged violators.
11. Inspects pawnshops, junk yards, and secondhand shops.
12. Investigates complaints of bad checks and reports of missing persons.
13. Maintains surveillance over known agitators and suspected criminals.
14. Visits establishments and places most likely to cater to the criminal element.
15. Provides District Attorney with case information.
16. Assists in selecting jury members; appears in court to present evidence and testify against persons accused of committing crimes.
17. Assists officers from other jurisdictions to recover stolen property, make investigations or arrests, and interrogate suspects.
18. Exchanges information with various local, state, and federal law enforcement and public security agencies

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS REQUIRED BY THE POSITION**

Graduation from an accredited high school or receipt of a G.E.D. certificate, preferably supplemented by training in modern methods of criminal investigation and identification; thorough experience in law enforcement and crime prevention; considerable experience in administrative law enforcement work; and/or any combination of experience and training equivalent to the following:

1. some knowledge of modern methods and practices of criminal investigation and identification.
2. some knowledge of Police Department rules and regulations and of pertinent federal and state laws.
3. some knowledge of geography and population patterns of the city.
4. some knowledge of basic fingerprinting.
5. knowledge in the use of firearms and other assigned equipment.
6. ability to observe and remember facts and details.
7. ability to secure necessary information through interviews and investigative channels.
8. ability to effect and maintain a satisfactory working relationship with other employees and the public.
9. ability to prepare clear and comprehensive reports and to understand and to execute oral and written directions.
10. ability to use good judgment when dealing with difficult and confidential investigations.
11. ability to develop knowledge in the search and seizure laws.
12. ability to prepare crime scene sketches.
13. ability to photograph crime scenes.
14. knowledge in collecting, preserving, and transmitting physical evidence.

**SUPERVISORY CONTROLS**

Work is performed in accordance with established rules and procedures. A detective performs duties under the general direction of a detective lieutenant, and/or sergeant, who may issue specific orders and through consultation offer advice and/or assistance. Employee's performance is evaluated through consultation, review of written reports, and observation of work accomplished.

**GUIDELINES**

Georgia Law 35-5-8 requires in part that a person employed in any police service classification:

* be a citizen of the United States.
* have a high school diploma or its recognized equivalent.
* not have been convicted by any state or by the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law.
* be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal records.
* possess good moral character as determined by investigation under procedures established pursuant to the act.
* have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance, background, and ability to communicate.
* be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional or mental conditions which might adversely affect his exercising the duties or powers of a peace officer.

**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 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 and 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**

1. be at least 21 years of age.
2. must have one (1) year as a police officer in a sworn position and may be appointed pursuant to the intra-departmental transfer process.
3. possess a valid, appropriate Georgia Driver’s license.

***The City of Brunswick is an Equal Opportunity and E-Verify employer.***