



Job Title:	Detective	Department/Loc:	Law Enforcement
FLSA Classification:	Non-Exempt	Date Drafted:	April 2019; rev. June 2020
Reports To:	Chief of Police		

Position Summary

Detectives are expected to perform comprehensive criminal investigation work; law enforcement and crime prevention work; to enforce local laws and ordinances; to train and mentor incumbents of the Detective positions, in performing worker responsibilities and field supervision of crime scenes, in addition to performing investigative work and general administrative activities in carrying out the direction of the Chief of Police.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Respond to in-progress calls requiring immediate law enforcement assistance.
- Conducts criminal and special investigations, including domestic violence, burglaries, thefts, robberies, assaults, homicides and the enforcement of City, County, and State laws.
- Prepares case documentation for filing with the District Attorney and presents case evidence in Court as required.
- Receives calls from and assists other law enforcement agencies in emergencies or with requests for assistance with investigations.
- Coordinates with supervisor on progress and problems concerning assigned cases.
- Supervises crime scene investigations.
- Maintains records on investigative assignments.
- May perform duties in other areas of the Police Department, when called upon to do so.
- Assists other Detectives with follow-up investigations and is actively involved in the routine gathering of evidence, questioning of witnesses, apprehension of suspects.
- Assists rotational Detectives in preparing case reports for trial and preparing for appearances in court to present evidence testimony.
- Maintains, facilitates and actively participates in the achievement of the Forest Acres PD mission, Goals and Values.
- Provides information and guidance to the public/victims regarding case status and processes.
- May review reports submitted by officers and/or other Detectives to insure completeness.
- Conducts in-service training and provides input in the performance appraisal process for rotational detectives.

Position Responsibilities- Non-Essential/Other

- Other duties as assigned

Essential Skills and Experience

- Requires a high school degree, or GED equivalent and be certified as a Class 1 Officer from the state of SC, with 3 years of law enforcement experience.
- Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the City.
- Certification in or ability to become certified within the NCIC network

- Knowledge & understanding of:
 - South Carolina and Federal criminal statutes, rules and regulations, and case law, general practices related to law enforcement, police management and administrative practices and procedures; and the geography of the community
 - Principles, practices and methods related to law enforcement and criminal justice administration
 - Civil and criminal codes and city ordinances
 - Law enforcement communications equipment.
- And ability to:
 - Make sound decisions under stress and analyze complex police problems and situations and quickly formulate effective and reasonable courses of action
 - Quickly attain a comprehensive knowledge of the layout of the community, the character of the populace and its expectations of police department role and performance, establish a rapport with community leaders, and earn respect within the community
- Must possess a valid South Carolina driver's license.

Beneficial Skills and Experience

- Spanish language skills
- Associates degree or higher preferred

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|-----------------------------------------------------------------------------------|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

Individual may occasionally be in high-risk conditions

This job often requires the individual to be outside. May deal with heat, cold, rain, humidity, etc.



SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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