



Class Title: Corporal / Detective – Criminal Investigations
Department: Police Department
Reports to: Detective Sergeant
Classification: 15
Salary Range: \$48,185 to \$72,277

Job Summary

Conducts through criminal, narcotics, juvenile, vice and other investigations. Investigates all serious crimes against persons and property, for effecting the arrest and prosecution of the perpetrator of a crime and for recovery of stolen property in crimes, depending on assignment.

Essential Functions

- Interviews complainants, victims and witnesses; gathers physical evidence and preserves evidence for court purposes.
- Develops intelligence information on the activities of individuals associated with criminal activity, thereby taking a pro-active strategy to prevent crime or to establish sufficient probable cause for making an arrest.
- Uses technical surveillance/recording equipment as required for obtaining evidence of criminal activity.
- Investigates, apprehends, arrests, and detains criminal suspects.
- Evaluates problems within the community from a criminal investigator's viewpoint.
- Performs all duties associated with General Sessions Court, Family Court, preliminary hearings, Coroner's jury, and municipal court.
- Completes and submits investigative reports.
- Remains abreast of all federal and state laws and City of Hardeeville ordinances.
- Attends required training and continuing education classes; maintains required level of proficiency in the use of firearms and emergency vehicle operation.
- Receives, reviews, prepares and/or submits various records and reports including incident/accident reports, evidence sheets, laboratory reports, court documents, schedules, validations, statements, booking reports, criminal histories, warrants, subpoenas, after action reports, investigative reports, statistical reports, performance appraisals, correspondence, memos, etc.
- Interacts and communicates with various groups and individuals such as immediate supervisor, Police Chief, City Department Heads, employees, co-workers, subordinates, court personnel, attorneys, other local, state, and federal law enforcement agencies,

community leaders and organizations, suspects, victims, witnesses, and the general public.

- Performs any other tasks that may be directed by the Chief of Police.

Experience

- 5+ years certified law enforcement experience
- Basic Detective
- Field Training Officer
- Principles of Supervision
- Specific Skills