

**City of Centerville
Job Description**

Job Title: Criminal Investigator
FLSA: Non-Exempt
Reports to: Professional Standards Commander
Revision Date: 06/2014

Department: Police
Pay Scale: Public Safety
Grade/Step: 12/

JOB SUMMARY:

This position is responsible for planning and performing highly skilled and complex criminal investigations. Carries out investigations to solve or prevent crime. Examines crime scenes to obtain clues and gather evidence that may lead to a conviction. Assists patrol personnel in handling unusual or complex situations, contributing to the safety and protection of the community, conducting and reporting initial investigations and enforcing federal, state, and local laws and ordinances.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Investigates assigned cases; gathers information, assists with the determination at the point at which cases are ready for prosecution, and appears in local, state and federal courts to provide testimony regarding cases investigated.
- Detains and arrests suspects; protects rights of individuals in custody, obtains identification and prior arrest record information on suspects, records all confiscated property and transports suspects to jail.
- Determines whether probable cause exists to conduct searches, obtain search warrants, and conducts searches.
- Describes reasons for arrest, obtains arrest warrants, and makes arrests or turns warrants over to other law enforcement personnel for service.
- Maintains control over physical evidence gathered. Records and stores evidence, processes evidence for fingerprints and identification information, and transports evidence to the state crime laboratory for further processing. Is the department evidence custodian.
- Receives and processes all requests for evidence. Requests may come from officers, courts, or attorneys.
- Identifies potential witnesses and suspects through observations of crime scenes or reports; conducts interviews to gather information regarding incidents.
- Prepares a variety of records and reports, including supplemental investigation, background investigation, internal investigation, and statistical reports; maintains case files.

- Analyzes crime to determine and forecast criminal activity trends.
- Reviews incidents reports and arrest records to determine patterns of criminal activity.
- Maintains contact with community members who may be able to provide information regarding criminal activity; seeks and develops sources of information.
- Manages and carries out the Neighborhood Watch Program.
- Communicates with other law enforcement agencies to gather information regarding cases.
- Conducts stakeouts and undercover operations as necessary.
- May be assigned to investigate financial, juvenile, vice, homicide, drug, auto theft, property, robbery, assault, gang-related, and other crimes.
- Monitors area pawn shops and precious metals dealers to locate and retrieve stolen property.
- Participates in departmental training programs.
- Notifies or assists in notifying families of the death or injury of relatives due to accidents or crimes.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of county geography and road system.
- Knowledge of federal and state laws (criminal, civil and traffic), county ordinances, and department policies and procedures.
- Knowledge of the legal rights of the general public, suspects, arrestees, and convicted persons, and of criminal justice system and court procedures.
- Knowledge of law enforcement practices and procedures.
- Knowledge of criminal investigation methods.
- Skill in crime scene processing methods used to collect and preserve evidence for court admissibility.
- Skill in the use of photographic and surveillance equipment, audio-visual equipment, communications equipment, and various emergency equipment.
- Skill in interview and interrogation techniques.
- Skill in processing, recording and filing evidence.
- Skill in using physical force and firearms.
- Skill in operating general office equipment, including a calculator, copier, fax, computer, and various computer programs (Microsoft Word, Excel, PowerPoint, etc).
- Skill in safely operating motor vehicle under all conditions.
- Skill in oral and written communication and in interpersonal communications.

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Investigator shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. The Investigator must also possess and maintain P.O.S.T. Certification. The Investigator shall complete a minimum of 80 hours POST Criminal Investigations Course. The incumbent must possess or have the ability to possess a valid driver's license issued by the State of Georgia for

the class of vehicle to be operated. The Investigator must retain certification for Taser and firearms.

SUPERVISORY CONTROL and RESPONSIBILITIES:

The Investigator has supervisory responsibility over criminal investigations projects, crime scenes, evidence, and ultimately all Patrol Officers. The Investigator reports directly to the Commander of Professional Standards and ultimately the Police Chief and Assistant Police Chief, of the City of Centerville.

TRAVEL:

The Investigator may be required to travel to meetings held throughout the state in order to maintain certifications and to travel to interview suspects and investigate criminal activity. The Investigator must possess and maintain a valid driver's license and must have access to reliable transportation. The Investigator may be required to attend meetings that occur during the evenings, and/or during the early morning, or court sessions that are scheduled during off-duty hours.

GUIDELINES:

The Investigator utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, Centerville Police Department Standard Operating Procedures, and applicable federal, state, and local laws.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and citations. Ability to speak effectively to transfer information from one source to another. The incumbent must also be able to inform individuals of laws and local ordinances in a non-threatening manner.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The incumbent must also be able to perform various calculations in the performance of the job.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or exchange information, resolve problems, provide service, influence or direct others, to interrogate others, and justify, defend, negotiate, or settle matters. Contacts are generally made with the general public, other city employees, lawyers, judges, federal, state, and local law enforcement entities, motorists, victims, suspected offenders, and others.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with complex problems in non-standardized situations. The Investigator must be able to clearly analyze situations in often hostile environments.

PHYSICAL DEMANDS:

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. While performing the duties of this job, the employee is regularly required to sit, stand, stoop, bend, walk, run, carry, or lift. The employee must be able to lift and/or move objects up to 50 pounds. Occasionally the situation will arise where the incumbent must defend himself/herself against personal attack by another individual. Specific vision abilities required by this job include close vision and the ability to adjust focus and distinguish between shades of colors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is dangerous and includes, but is not limited to exposure to extreme weather condition, exposure to dust, dirt, grease, etc., regular exposure to weapons, traveling at high rates of speed, toxic or irritating chemicals, fumes, and smoke, all of which require the use of protective devices by the Investigator.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____