

CITY OF RINGGOLD

POSITION DESCRIPTION

POSITION TITLE:

DETECTIVE

DEPARTMENT:

POLICE DEPARTMENT

REPORTS TO:

POLICE CHIEF

GENERAL PURPOSE

The Ringgold Police Detective will be responsible for the criminal investigations department and for further investigation of all felonies and other such misdemeanors that require extended investigation. Work of this class requires regular public contact with a high degree of tact, judgment, and technical knowledge. The person assigned to this position will also maintain proficiency for the rank assigned as listed in the job description of his rank.

SUPERVISION RECEIVED

Works under general guidance and discretion of the Chief of Police. Work is performed with considerable latitude for independent judgment and actions.

SUPERVISION EXERCISED

Supervises criminal investigation and other investigators as assigned to him or her and other supervisions as assigned by Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborates fully with other units within the Ringgold Police Department and agencies in other jurisdictions.
2. Investigates all crimes assigned; questions witnesses, victims, and suspects to determine factual material and provide evidence of leads.
3. Directs activities at the crime scene to assist victims; obtains clues, gathers and preserves evidences. Ensures that photographs and fingerprints of all persons arrested who are charged with violations are included in the records.
4. Records progress of investigations and maintains informational files on crimes and suspects.

5. Updates regularly his immediate superior about the progress of his investigations and requests additional instructions when further progress appears impossible.
6. Communicates with the complainant or victim periodically to apprise him or her of the state of the investigation. Informs the complainant or victim in all cases that are resolved by arrest.
7. Reviews departmental reports and other data pertaining to criminal cases such as auto theft, armed robbery, homicide, fraud, burglary, assault, arson, possession of controlled substance, and other related crimes.
8. Aids police officers in the apprehension of suspects or offenders, and generally act as liaison officer between the Department and all similar bureaus or units in other police departments and law enforcement agencies.
9. Files application for and reviews all search warrants obtained by any officer or unit of the Department.
10. Safeguards all property recovered; tags and stamps all lost, stolen, or found property including controlled substances that comes into the department's possession. Ensures that all evidence is properly track and disposed as released by courts.
11. Assists in the preparation of cases for court. Prepares assigned cases for court and charges or responses to charges and procedures. Obtains court disposition of all cases in which he is involved.
12. Helps the Chief of Police in planning, conducting, and training citizens, students, and businesses in crime prevention programs Assists in training officers, volunteers and members of other City departments and outside agencies in criminal investigations related issues.
11. Performs other duties as assigned by proper authority relating to Public Safety

MINIMUM QUALIFICATIONS

Education and Experience:

1. Must be employed as a full time certified police officer for a minimum of three (3) years; Current fulltime certified Police officer with the City of Ringgold Police Department.
2. Must successfully complete all requirements of the two week Criminal Investigative Course or its equivalent;
3. Must be able to demonstrate skills in leadership, interpersonal skills, ability to read and write legibly, formulate investigative reports, and speak clearly;
4. Must have considerable knowledge of City geography and crime patterns.

Knowledge, Skills, and Abilities:

Knowledge of:

1. Approved principles and practices as well as laws and ordinances governing police work;
2. Laws and departmental procedures surrounding the handling of suspects, crime scene control, care of prisoners, and the presentation of evidence in court;
3. Behavioral patterns of criminals and their associates, modus operandi and criminal hang-outs.

Ability to:

1. Work with some degree of independence and to execute duties firmly, tactfully,

and impartially;

2. Understand and execute difficult oral and written directions;
3. Prepare clear and comprehensive reports;

4. React quickly and calmly in emergencies;

5. Develop and sustain positive working relationships with other employees, other law enforcement officers and the general public;

6. Utilize investigator techniques and equipment;

7. Operate and care of firearms, photography, and other equipment

SPECIAL REQUIREMENTS

1. P.O.S.T. Certified with the State of Georgia as Police Officer;
2. Valid U.S. driver's license or verification of license by the start of employment;
3. Verification of authority to work in the United States as required by the Immigration Reform and Control Act.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar, handgun and other weapons as needed, baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software and other assorted law enforcement equipment.

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 occasionally required to:

1. Operate a personal computer;
2. Lift and carry light (up to 45 pounds) to heavy (160 pounds and over);
3. Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening conditions;
4. Communicate both orally and in writing;
5. Reach, climb, and run;
6. Use depth perception;
7. Sit, stand, and walk for extended periods of time;
8. Distinguish colors, and smell;
9. Acceptable eyesight (with or without correction);
10. Acceptable hearing (with or without hearing aid);
11. Pull, push, crawl, kneel, bend and stoop;
8. Drive a patrol vehicle, occasionally at high speeds.

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.

While performing the duties of this job, the employee occasionally works inside and outside in various weather conditions, in day-night conditions under stressful and hazardous situations, endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration

The employee will be assigned to a 42 hour workweek: Will generally work dayshift but may with mutual agreement and approval from Chief of Police adjust his shift based on workload.

The noise level in the work environment is usually moderate.

INTERPRETATION GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.