

# POLICE DETECTIVE

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Position Code: 2074  
WC Code: 7720  
FLSA Status: Non-Exempt  
Pay Grade: 357  
Location: Police  
Approval Date: 2023

## **General Statement of Duties**

An employee in this class contributes to the social and economic well-being of our community by working in partnership with citizens to keep Mooresville a safe place to live and work while performing specialized law enforcement work in investigation and solution of crimes and the apprehension and prosecution of persons suspected of committing crimes.

## **Distinguishing Features of the Class**

Work includes conducting preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses, and suspects; secures and investigates the crime scene; identifies, collects and preserves physical evidence; prepares reports; and testifies in court. Work involves general criminal investigation and narcotic investigations. The work is performed under minimum supervision and requires the application of modern investigation techniques, sound judgment, and independent initiative in pursuit of work objectives. Work includes frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy, local ordinances, state and federal law, and constitutional guarantees. An employee is subject to hazards associated with law enforcement work to include being assaulted, handling dangerous or emotionally distressed individuals, and exposure to dangerous traffic conditions. An employee is required to make a responsible judgment as to the use of force to be deployed in any given situation. An employee is also subject to environmental hazards such as exposure to loud noises, hazardous spills with fumes, oils, gases, or flammable liquids, extreme hot and cold weather, and infectious diseases. Work is subject to the final OSHA standards on blood borne pathogens and hazardous materials. An employee must be available for callouts on major crimes and incidents as well as have the ability to work an on-call, rotation schedule. Work is performed under the general supervision of the police captain and is evaluated through observation, monitoring radio traffic, review of written reports, scheduled case reviews with the captain, citizen surveys and discussion concerning how particular situations were handled.

## **Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Conducts initial and follow-up investigations of criminal incidents; interviews persons in connection with criminal incidents including victims, witnesses, and suspects; secures crime scenes, collects, establishes chain of custody, and preserves physical evidence; processes evidence through on-site identification technology and use of state and local laboratories.

Prepares and reviews written reports of investigative activities, arrests offenders; testifies in court regarding investigative activities.

Establishes effective contacts with the public, informants, co-workers, district attorney staff, and other law enforcement departments to gain information related to criminal activities; conducts surveillance and develops leads.

Conducts surveillance Establishes communication and cooperates cooperation with other law enforcement agencies in order to investigate, locate, apprehend, and arrest offenders.

Participates in special narcotics investigations, surveillance, and related programs and activities. Coordinates with medical examiners in death investigations and attends autopsies as required. Prepares and executes search warrants.

Participates in special operations, programs and other activities requested by other police department units and teams.

Performs all the essential job functions of a police officer as required.

Prepares media releases for review through the chain of command.

**Depending on assignment, a detective trained to handle domestic violence and sexual assault assignments will:**

Manage the offender-focused domestic violence initiative, conduct advanced investigations and follow-up procedures for cases of domestic violence, sexual assault, dating violence and stalking.

Assist victims in accessing services and advocacy matters

Monitor and track notified offenders to ensure their accountability

Review and track domestic violence-related data as appropriate.

The duties listed above are only intended 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 of the position.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of physical, economic, and social characteristics of the Town.

Considerable knowledge of modern investigative principles and procedures.

Considerable knowledge of the ever changing state and federal laws, local ordinances, and policies of the police department and the Town pertaining to police operations and investigative procedures.

Considerable knowledge of the practices and procedures involved in narcotics investigations, surveillance, and under cover purchases.

Ability to perform independently complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to report clearly, orally and in writing the results of investigative efforts.

Ability to effectively plan and organize work independently.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest.

Ability to prepare clear and concise records and reports.

Ability to conduct systematic and methodical investigations in an effort to conclude with findings supported by evidence.

Ability to investigate all criminal allegations in an ethical and impartial manner with sensitivity toward the needs of the victims and witnesses.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Ability to communicate effectively in oral and written forms, and to present effectively in court testimony.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, talk, hear, run, jump, push, pull, crawl, and perform repetitive motions. Hand and finger dexterity is needed to operate computer terminals and equipment.

Employees in this position meet the physical requirements of the North Carolina Justice and Education Standards. Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Lifts and carries equipment and/or materials (up to 25 pounds) to perform assignments. Employee must be able to perform essential duties while carrying up to 30 pounds of additional weight on a belt around the waist.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol and prepare and maintain records.

### **Minimum Experience and Education**

Graduation from an accredited community college with a degree in criminal justice, criminology, crime scene technology or a related degree, and at least one year of experience as a sworn police officer is required or an equivalent combination of education and experience.

Completion of or current enrollment in courses related to criminal investigations such as Interview and Interrogation, General Criminal Investigations and Police Law Institute is preferred.

### **Special Requirements**

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license, be a United States Citizen and have completed at least the minimum requirements established by the North Carolina Justice Training and Standards Commission for certified law enforcement officers.

Be of good moral character as determined by an extensive background investigation.

Must successfully complete the promotional process for detective which may include written projects, written test, oral presentations, oral interviewing, conflict role play, counseling role play and in-basket exercise.

Must pass a Field Training Period of observation up to 3 months long.