

**CODE:
FLSA:
GRADE:**

**CITY OF BENNETTSVILLE, SC
JOB DESCRIPTION- NOVEMBER, 2014 (REV. 06/2022)**

**JOB TITLE: DETECTIVE
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, ensures a community oriented proactive law enforcement program for the citizens of Bennettsville. Provides a variety of criminal investigative and prosecutorial police assignments. Reports to the Lieutenant/Investigator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Investigates criminal activities; gathers information; develops informants; secures evidence; questions witnesses; prepares and facilitates the completion of the criminal process.

Conducts crime scene investigations and surveillance activities.

Conducts background investigations on all City applications.

Tracks suspicious activities or person and disturbances of law and order.

Responds to radio dispatches and answers calls and complaints.

Acts as liaison with other intelligence divisions; local, state, federal.

Serves warrants and makes arrests; maintains warrant records; testifies in court.

Confronts and arrests violent suspects/offenders; engages in foot pursuits.

Fills out arrest records; performs prisoner transportation functions.

Prepares detailed reports on activities, assignments, incidents, and complaints.

Participates in a variety of in-service training programs.

Receives and/or reviews various information including criminal activities, 911 calls, citizen complaints, witness testimony and statement interviews.

Prepares and/or generates various documents to include incident reports, supplement reports, search warrants, Rule 5 and evidence log for SLED.

Refers to SC Code of Laws, policies, procedures, the solicitor and informants.

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Utilizes a variety of computer software programs such as LawTrak, internet, Microsoft Word and the DMV database.

Interacts and communicates with various groups and individuals such as lawyers, victims, judges, defendants, and the community.

Operates a variety of machinery and/or equipment such as department vehicles, computers, weapons, OC spray, handcuffs, bullet proof vests, cameras, mobile and handheld radios, and Taser, Body Camera.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.
Acts as support to the patrol division as needed.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by a minimum of 5 years of experience in the police field, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. May require the following licenses/certifications: Basic Law Enforcement Officer, Investigation and Supervisor. Previous experience in investigations is highly desired. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry or otherwise move objects. Must be able to lift/carry weights of up to 150 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in providing staff leadership; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to use arithmetic such as formulas, variables, roots, radicals, monomials, polynomials, exponentials, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make extremely precise movements with fingers, hands, arms, legs, feet, torso and hips, e.g., patrolling, auto driving, professional wrestling, typing, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to match and recognize specific shades, shapes, flavors, e.g., investigating, policing, auto driving, typing, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Investigator. Has extensive knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Can make swift, sound, and educated decisions. Can take the initiative to complete the duties of the position without the need of direct supervision. Can plan,

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organize, and prioritize daily assignments and work activities. Can learn and utilize new skills and information to improve job performance and efficiency. Can read and interpret complex materials pertaining to the responsibilities of the job. Can prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with staff, professionals, and members of the public through contact and cooperation. Can maintain positive customer-focused relationships with staff, agencies, the general public, and all other internal and external customers. Can analyze and recognize problems and potential problems and recommend appropriate solutions. Can compile and analyze information and present both oral and written reports clearly, concisely, and effectively. Can comprehend, interpret, and apply policies, procedure, rules, and regulations. Can communicate at the highest levels clearly and concisely and has the ability to influence and persuade others. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has extensive knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and research issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or

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procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates, and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges, and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

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DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.