

Class Title: **Detective/ Investigator**

Department: Police

Division: Criminal Investigation

Date: June 1, 1996 (created)

Date: October 07, 2022 (updated)

GENERAL PURPOSE

Performs technical law enforcement work as a uniformed or non-uniformed police officer in the investigation of crime and the detection and prevention of violations of the law. This also includes but is not limited to the investigation of drug and gang activity.

SUPERVISION RECEIVED: Works under the general supervision of a Lieutenant.

SUPERVISION EXERCISED: Limited authority of supervision at a crime scene.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs skilled investigative work involving alleged crimes against persons or property, in the office and the field under minimal supervision.

Receives criminal complaints and makes general information reports.

Obtains written or tape-recorded statements, depositions, or admissions.

Questions or interrogates complainants, witnesses, and suspects; apprehends suspects and makes arrests.

Prepares and serves search warrants.

Maintains surveillance of suspected known criminals and areas of narcotics traffic.

Makes preventive patrols in areas where criminal activity presents special problems and observes the movements and activities of suspects.

Searches crime scenes for and secures evidence to be reported for classification.

Provides for witness or victim preparation and management, including transportation as necessary.

Contacts other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, NCIC, FBI, DEA, ATF, and other criminal history or intelligence resources.

Prepares, submits, and follows up on crime laboratory requests.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution.

Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court.

Assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence in court as required.

Coordinates with the Medical Examiner assigned to handle officer-involved death investigations. Attend autopsies as required.

Conducts sensitive investigations into allegations of official misconduct or violations of law by public officials or police officers. Conducts internal affairs investigations as required.

Conducts detailed criminal case analysis following the arrest and charging of a suspect, with emphasis on counteracting specific legal defenses.

Provides review and/or analysis of fraud, white-collar crime, forgery, or special inquiry court cases as requested.

Assists in case reviews or plea-bargaining negotiations with defense counsel as requested by the prosecuting attorney.

Locates and interviews those listed on defense witness lists.

Assists in providing training to department officers in the area of criminal investigations.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedents.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Participates in the investigation of Special Crimes including but not limited to drug and gang-related violations occurring within the jurisdiction of the department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Prepares a variety of police-related reports.

Obtains written or tape-recorded statements, depositions, or admissions.

Utilizes informants to obtain information, make buys and provide information used to obtain arrest and search warrants pertaining to illegal drugs.

Assists in making plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation.

Cooperates with the county, State, and Federal law enforcement officers as appropriate where activities of the police department are involved.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies, and facilities.

Serves as a backup for traffic control, police patrol, crime prevention or other policing functions as required.

Provides detailed background investigations of prospective department employees.

Exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Prosecutor's Office regarding cases, policies, and procedures.

DESIRED MINIMUM QUALIFICATIONS

General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed;
- (D) U.S. citizen;
- (E) Must be able to read and write the English language;
- (F) Must be of good moral character and of temperate industrious habits.

Education and Experience:

- (A) High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field;
- (B) Minimum of 2 years as a fully commissioned police officer (at least one year of the two years with Covington PD).

(C) If no qualified applicant is found within the Department, the Command Staff has the discretion to seek applicants outside of the Department

Necessary Knowledge, Skills, and Abilities:

(A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of investigative practices and procedures; considerable knowledge of proper methods of securing, handling, and preserving evidence; working knowledge of security clearance access to the law enforcement, court, state and Federal and other criminal history resources.

(B) Skill in operating the tools and equipment listed below;

(C) Ability to analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography; Ability to act quickly and calmly in emergencies; Ability to meet the special requirements listed below;

(D) Ability to establish and maintain effective working relationships with the public, subordinates, peers, and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to react quickly and calmly in emergency situations and to determine the proper course of actions; Ability to remember names, faces, and details of incidents, to obtain information through interview, interrogation, and observation; Ability to meet the special requirements listed below;

SPECIAL REQUIREMENTS:

(A) Must possess, or be able to obtain by time of hire, a valid Tennessee Driver's License without a record of suspension or revocation in any state;

(B) Ability to meet Department's physical standards.

(C) Completion of a Tennessee Peace Officer Standards and Training Commission-approved basic training academy.

(D) Meet the minimum requirements of Tennessee Code Annotated 38-8-106.

(E) Attend a special criminal investigation school within one (1) year of time and grade.

(F) Dress attire is business plain clothes, neat, clean, and properly fitting. Alternate attire may be approved by the Lieutenant or dictated by the specific assignment.

TOOLS AND EQUIPMENT USED

- Personal computer
- Camera
- Recording equipment
- Unmarked police car
- Police radio
- Handgun
- Other weapons as required
- Baton
- Handcuffs
- Mobile device
- First aid equipment
- Specialized investigations equipment/ Narcotic surveillance.

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift more than 10 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works 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.

SELECTION GUIDELINES

Submit a formal "Letter of Intent" expressing interest in the position of Detective by the designated closing date for the job posting.

If an employee is on disciplinary probation status no bids on promotional opportunities within the Department will be accepted. Reference G.O. 403 (4)

Any ranking officer who wishes to be considered for this position will no longer carry any rank other than Detective.

The selection process will include the following:

- A minimum of two (2) years of law enforcement experience, or one (1) year of service with the Covington Police Department is preferred.
- All eligible candidates will be given a written test. The top three scoring candidates on the test will advance to the promotion board.
- The top three candidates will be evaluated by a promotion board. The candidates will be evaluated in various areas to determine their readiness for promotion. Scores will be calculated by the promotion board. The candidate with the highest score will be recommended for promotion. The promotion board consists of at least three voting members and one non-voting member (the recorder).
- Officers physically appear before the promotion board. Each board member asks a series of questions. Each board member scores the candidate in the following areas:
 - Personal appearance (daily shift appearance, uniform, grooming) etc.
 - Written Test Score
 - Assessment of the officer's job performance (report writing, quality of work etc.)
 - Assessment of officer's general knowledge (laws, policies, court proceedings) etc.
- Each board member scores each of the above areas as follows:
 - Four categories each with a high score of 3 points
 - First place- 3 points, Second place- 2 points and Third place- 1 point
- Each candidate's total points will be added up after the promotion boards oral review.
- Seniority will be used in event of a tie. The candidate with the most points is recommended to the Chief of Police for Promotion.
- The Chief of Police will provide the final approval or denial of any promotion under their command.

Hiring outside the Department- Formal application, rating of education and experience; written test; oral interview and reference check; psychological examination; other job-

related tests may be required. The final selection, pre-employment physical examination, and drug test.

Newly promoted detectives/investigators will serve six (6) months in a probationary capacity. This will be considered an evaluation period. With successful completion, the newly appointed detective/investigator will be taken off probation or moved for a cause.

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 and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description supersedes any and all prior detective/investigator job descriptions.



Chief of Police, Donna L. Turner



Date