

**TOWN OF CENTRAL**

**POSITION DESCRIPTION**

**CORPORAL - DETECTIVE**

**GENERAL PURPOSE**

**JOB GRADE 14**

Perform technical law enforcement work in the investigation of crime and the detection and prevention of violations of the law; performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations. Will serve as a unit supervisor as assigned and perform administrative duties and related work as assigned.

**SUPERVISION RECEIVED**

Works under the general supervision of the Sergeant and or upper management.

**SUPERVISION EXERCISED**

The Corporal-Detective assumes the position of “field supervisor” and will assume command as the “Acting Superior” in the absence of Police Sergeant.

**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 civil complaints and makes general information reports.

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

Questions or interrogates complaints, witnesses and suspects; apprehends suspects and makes arrest.

Prepares and serves warrants.

Searches crime scenes for and secures evidence to be reported and 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, ATF, and other criminal history or intelligence resources.

Prepares, submits, and follows-up on crime laboratory request.

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 report for court action; testifies in court.

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

Attends autopsies as required.

Conducts detailed criminal cases 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.

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

Maintains normal availability by radio or telephone (Department issued phone) for consultation on major emergencies or precedent.

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

Periodically patrols or inspects an assigned area to monitor for violations or local ordinances.

Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney, and other staff or agencies, as needed.

Works with police and prosecutors to obtain written or tape-recorded statements, dispositions, or admissions, as needed.

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

Provides detailed background investigations of prospective department employees.

Performs other related duties as required.

Performs essential job duties of a police officer.

Corporal-detective will receive, record, store, and safeguard evidence collected from crime investigations.

Prepares records according to chain of custody procedures and maintains evidence database.

Release property or evidence being retained to designated party for court presentation or other disposition, with proper chain of custody.

Will maintain storage facility/Evidence Room and coordinate proper disposal of sensitive materials.

Will transport/or retrieve sensitive evidence/materials to or from proper facilities for analysis.

Assumes command of an assigned unit in the absence of the Police Sergeant.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) High school diploma or equivalent supplemented by training in law enforcement, criminal justice administration, public administration, or a related field;
- (B) Two (2) years of law enforcement experience; and
- (C) Successful completion of SC Criminal Justice Academy; or
- (D) Any equivalent combination of education and experience.
- (E) Must possess Basic Detective Training Certificate from the SCCJA or must have the ability to obtain Basic Detective Training Certificate from the SCCJA within one year of hire date.

### 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 to security clearance access to the law enforcement, court, state, and Federal and other criminal history resources; some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques.
- (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 regulations 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 relationship with citizens, employees, supervisors and the general public; ability to follow verbal and written instructions; ability to learn the City's geography; ability to prepare, organize and maintain inspection field data, reports and systems; ability to handle stressful situations and effectively deal with difficult or angry people; ability to meet the special requirements listed below;

## **SPECIAL REQUIREMENTS**

- (A) Must possess, or be able to obtain by time of hire, a valid SC Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards.

## **TOOL AND EQUIPMENT USED**

Personal computer, including word processing and databased software; phone; mobile or portable radio, copy and fax machine; typewriter, camera, tape recorder, police car, police radio, handgun and other weapons as required, side handle baton, handcuffs, pager, first aid equipment, etc.

## **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 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 and smell.

The employee must frequently lift more than 10 pounds, and occasionally lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and 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 the 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.

The noise level in the work environment is quite while in the office and moderately noisy while in the field.

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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.

Revised 06/24/2019 SAT