



Investigator
Police

PD/5

JOB SUMMARY

This position is responsible for conducting criminal investigations, including the collection and preservation of evidence at crime scenes.

MAJOR DUTIES

- Investigates crimes; performs crime scene searches by photographing and diagramming scenes and evidence, checking for latent fingerprints, and collecting physical evidence.
- Identifies possible witnesses and suspects through observation at scene or reports of other officers or witnesses; conducts interviews to gather information and records statements.
- Maintains control over physical evidence collected; records and stores evidence; processes evidence; transports evidence to state crime lab for further processing.
- Determines probable cause and obtains search warrants; conducts authorized searches; obtains arrest warrants; makes arrests or turns warrant over to uniform patrol division or other police agencies.
- Gathers information related to cases; submits case information to court system for prosecution; assists courts with additional investigations; appears as a witness in local, state and federal courts.
- Prepares a variety of reports.
- Maintains contacts with community members who may provide information concerning possible criminal activities.
- Assists Juvenile Court in handling cases involving juveniles.
- Conducts stakeouts and undercover operations.
- Participates in departmental training programs.
- Performs uniform patrol duties as required.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of law enforcement administration.
- Knowledge of criminal investigation procedures.
- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.
- Skill in operating emergency vehicles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sergeant - CID assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal laws as well as department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied investigative and law enforcement duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to participate in criminal investigations. Success in this position contributes to the successful apprehension of suspects and the successful prosecution of crimes.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, victims, witnesses, perpetrators, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.