

City of Jonesboro

POSITION DESCRIPTION

POSITION TITLE:	Criminal Investigator	EXEMPTION STATUS:	Full Time
JOB FAMILY:	Protective Services	JOB LEVEL:	Grade 14 Range – Min- \$41,100 Max- \$59,467
GENERAL POSITION SUMMARY:	under the general supervision of Investigations Sergeant / Lieutenant, performs technical law enforcement work as a non-uniformed police officer in the investigation of crime and the detection and prevention of violations of the law.	<u>POSITION RELATIONSHIPS SUPERVISES: (TITLES)</u>	N/A
DEPARTMENT:	Police Department	SUPERVISED BY: (TITLE)	Investigations Sgt. and/or Lieutenant

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carries out investigations to prevent crimes or solve criminal cases by performing the following duties.
- Investigates known or suspected criminals or facts of a case to detect planned criminal activity or clues.
- Frequents known haunts of criminals and becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information.
- Responsible for the investigation of all misdemeanor and felonious incidents that may warrant such.
- Responsible for processing crime scenes such as large-scale burglaries, homicides, and bank robberies; process other crime scenes if requested to do so by the Investigations Lieutenant or the case investigations
- Investigates suspected persons and reports progress of the investigation.
- Arrests or assists in arrest of criminals or suspects.
- Be proficient in using databases and knowledgeable of processes to gather Intel from outside sources for background information on primary targets of drug distribution.
- Implement specialized electronic equipment into investigations to maximize results and enhance the quality of evidence.
- Prepares assigned cases for court, according to formalized procedures.
- Testifies before court and the grand jury.
- Maintains liaison with other law enforcement agencies, courts, community groups, and others as assigned.
- Notifies superior of major crimes or disturbances within the area and takes necessary action until the arrival of superior.
- Submits written report containing charges, available facts, and evidence to Magistrate to authorize search warrant or wiretap.
- Obtains statements for the prosecution of offenders and appears in court as a witness.
- Arrests suspects and obtains evidence to be used by District Attorney in prosecuting the case in court.
- Obtains statements for the prosecution of offenders and appears in court as a witness.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

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COMMUNICATIONS/CUSTOMER CONTACT

Personal Contacts are with departmental personnel, suspects, arrestees, other law enforcement agencies, State and County administrators, business owners, lawyers, judges, merchants, members of the media, and the general public. Contacts are typical to exchange information, obtain or provide services, defend and justify actions, settle or resolve problems, both internal and external, and influence others.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum qualifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum qualifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Georgia Driver's License
- Completion of police training and education as required by Georgia Law.
- Good moral character.
- Honorable discharge ONLY for persons with military service.
- No felony convictions.
- No domestic violence convictions.
- Physically fit and able to perform the duties of a Police Officer.

Education and Experience

- High School diploma or GED
- Must be at least 21 years of age.
- Must have a Georgia Peace Officer Standard Training Certification and be recertified annually.
- Two (2) year minimum experience in Law Enforcement.
- Must be able to successfully complete a written examination, background investigation, and oral examination.
- Must be able to successfully complete a standard physical fitness test, medical examination and drug screening, a polygraph examination and psychological testing.
- Must be certified in the use of firearms.
- Valid Class G Georgia Driver's License
- Must be of good habits and moral character.
- Must be free of any felony convictions or enough misdemeanor convictions to evidence a pattern.

Knowledge, Skills and Abilities

- Knowledge of City Ordinances and Georgia criminal and traffic laws.
- Extensive knowledge of firearms and dangerous weapons, emergency driving, and physical restraint techniques.
- Knowledge of criminal investigation techniques and practices of investigation and identification.
- Knowledge of the geographic area of the City.
- Knowledge of arrest and bonding procedures.
- Skill in the use of firearms, automobiles, radio equipment, and defensive weapons.
- Skill in oral communication.
- Skill in the detection of criminals and criminal activity.
- Ability to work with and for the general public.
- Ability to operate the NCIC/GCIC computer.
- Ability to use enough physical force to apprehend violators.
- Ability to remain calm in stressful situations.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to prepare accurate and concise reports.

