

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Detective
Department: Sheriff's Office
Revised : March 2011

Class : Protective Service
FLSA : 7K

This job description supersedes any prior description for the Detective classification.

GENERAL DESCRIPTION

Highly responsible work in law enforcement. Supervision is received from an administrative superior and work is reviewed through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts investigations of crimes and crime scenes by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

Arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resorts to the use of hand and feet and other approved weapons in self-defense.

Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Conducts visuals and audio surveillance for extended periods of time.

Responds to calls for police services.

Responds to emergency situations affecting the public welfare.

Reviews information concerning missing persons, wanted criminals, stolen vehicles or vehicles used in the commission of a criminal offense and is on the lookout for them.

Investigates criminal activities which indicate the need to supplement or alter the regular police activity during certain hours and in certain geographical sections.

Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using bodily force to gain entrance through barriers.

Responds to the orders or assignments of supervisors and helps maintain proper discipline and loyalty within the Sheriff's Office.

Enforces federal, state and local laws as applicable.

Transports inmates to and from the jail.

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Properly documents any and all evidence collected, received, and/or seized.

Completes all documentation from crime scene investigation to arrest of an individual to the trial of that defendant, including sketches, using appropriate grammar, symbols and mathematical computations.

Serves in a continuous on-call status due to the nature of the work.

Maintains a variety of records, prepares a variety of reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of federal, state, and local laws and ordinances.

Ability to communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Ability to load, unload, aim, and fire handguns, shotguns and other agency firearms from a variety of body positions under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

Ability to run, jump and perform self defense techniques in emergency situations.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Extensive knowledge of the geography of the County and area to which assigned.

Ability to exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.

Thorough knowledge of interdepartmental operations and ability to cooperate with such.

Ability to maintain confidentiality as necessary.

Extensive knowledge of, and ability to use a variety of firearms.

Ability to obtain a valid North Carolina driver's license; ability to operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

Extensive knowledge in the field of crime scene investigations, to include but not limited to latent evidence, applying the forensics of police science to any evidence collected, and proper documentation of that crime scene.

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PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle, either privately owned or County owned. Work may also include use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university, possession of Intermediate Law Enforcement Certificate, four years of full-time experience in law enforcement, minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**