



COLONIAL BEACH POLICE DEPARTMENT

416-B Colonial Ave, Colonial Beach VA 22443 | 804.493.8066

Les J. Parsons
Chief of Police

Detective Job Description

The Police Detective will be responsible for criminal investigations of all felonies and other such misdemeanors that require extended investigation. Work of this class requires regular public contact with a high degree of tact, judgment, and technical knowledge. Performs all duties as described in the Police Officers job description and all other duties as assigned. Answers to the Field Operations Commander.

General Definition of Work:

- Examine crime scenes to obtain clues and evidence, such as loose hairs, fibers, clothing, or weapons
- Secure deceased body and obtain evidence from it, preventing bystanders from tampering with it prior to medical examiner's arrival.
- Obtain evidence from suspects.
- Provide testimony as a witness in court.
- Analyze completed police reports to determine what additional information and investigative work is needed.
- Prepare charges or responses to charges, or information for court cases, according to formalized procedures.
- Note, mark, and photograph location of objects found, such as footprints, tire tracks, bullets and bloodstains, and take measurements of the scene.
- Obtain facts or statements from complainants, witnesses, and accused persons and record interviews, using recording device.
- Obtain summary of incident from officer in charge at crime scene, taking care to avoid disturbing evidence.
- Examine records and governmental agency files to find identifying data about suspects.
- Prepare and serve search and arrest warrants.
- Block or rope off scene and check perimeter to ensure that entire scene is secured.
- Summon medical help for injured individuals and alert medical personnel to take statements from them.
- Provide information to lab personnel concerning the source of an item of evidence and tests to be performed.
- Monitor conditions of victims who are unconscious so that arrangements can be made to take statements if consciousness is regained.
- Secure persons at scene, keeping witnesses from conversing or leaving the scene before investigators arrive.
- Preserve, process, and analyze items of evidence obtained from crime scenes and suspects, placing them in proper containers and destroying evidence no longer needed.
- Record progress of investigation, maintain informational files on suspects, and submit reports to commanding officer or magistrate to authorize warrants.
- Take photographs from all angles of relevant parts of a crime scene, including entrance and exit routes and streets and intersections.
- Organize scene search, assigning specific tasks and areas of search to individual officers and obtaining adequate lighting as necessary.
- Question individuals or observe persons and establishments to confirm information given to patrol officers.
- Notify, or request notification of, medical examiner or district attorney representative.
- Note relevant details upon arrival at scene, such as time of day and weather conditions. Participate or assist in raids and arrests.
- Videotape scenes where possible, including collection of evidence, examination of victim at scene, and defendants and witnesses.
- Coordinate with outside agencies and serve on interagency task forces to combat specific types of crime.
- Maintain surveillance of establishments to obtain identifying information on suspects.

- Notify command of situation and request assistance.
- Schedule polygraph tests for consenting parties and record results of test interpretations for presentation with findings.
- Check victims for signs of life, such as breathing and pulse.
- Observe and photograph narcotic purchase transactions to compile evidence and protect undercover investigators.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the rules and regulations of the Police Department; thorough knowledge of approved principles, procedures and methods of police administration, thorough knowledge of pertinent Federal and State laws and Town ordinances; thorough knowledge of the modern methods and practices of criminal investigation and identification; good knowledge of the geography of the Town and the location of important buildings; skill in the use of firearms; ability to command the respect of officers and to assign, direct and supervise their work; ability to make maximum utilization of personnel; ability to deal with the public courteously and firmly, and to establish and maintain satisfactory relationships with the public; and the physical ability to perform the job. Skill in the use of non-lethal weapons.

WORKING CONDITIONS/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.

The employee is required to perform shift work including days, evenings and nights including weekends and holidays.

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 operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; 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 usually moderate.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

IMMEDIATE SUPERVISOR:

Field Operations Commander