

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           DETECTIVE**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to maintain law and order and to conduct investigations into various types of criminal activities. Duties and responsibilities include conducting criminal investigations or narcotics investigations, collecting and processing evidence, preparing cases for prosecution, collecting and disseminating criminal intelligence, identifying crime patterns/trends, providing protection of life and property, enforcing federal, state and local laws, responding to emergency/non-emergency situations, issuing citations, arresting violators, and performing related tasks. Reports to Sergeant of Investigative Services.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal, and civil) in order to protect life and property, prevent crime, and promote security.

Conducts criminal investigations and/or responds to dispatched calls involving narcotic, vice, homicide, rape, assault, abduction, missing persons, juvenile, child abuse/neglect, abuse of elderly, auto/property theft, burglary, robbery, gang activity, financial, fraud, forgery, or other crimes.

Manages caseload of assigned investigations; prioritizes workload.

Assumes control of crime scenes; secures crime scenes and protects integrity of evidence; examines crime scenes for clues, evidence, and latent fingerprints; takes measurements, makes photographic records, and creates sketches/diagrams of crime scenes and evidence; locates, collects, records, preserves, analyzes and processes evidence; locates and lifts fingerprints or shoeprints; maintains control and chain-of-custody over physical evidence prior to delivery to department or laboratory; obtains search warrants; obtains seizure warrants to civilly seize monies and personal property; conducts searches of premises, property, or persons; attends autopsies at medical examiner's office.

Identifies potential witnesses and suspects; interviews victims, complainants, witnesses, suspects, and other individuals; advises victims or other parties of their rights; records statements and verifies truth/accuracy of statements; obtains background investigation reports.

Locates and recovers stolen property.

Conducts narcotic/drug-related investigations; investigates activities of suspected drug violators; coordinates and directs activities of informants in the gathering of information and evidence; maintains confidential fund utilized for drug investigations, to include recording payments/receipts and maintaining account records.

Formulates, implements, and conducts strategic operations leading to potential arrest of suspects; conducts stakeouts and undercover operations as necessary; conducts surveillance of suspected criminal activities, high-crime areas, or other situations; conducts investigations for sustained periods of time with minimal notice; maintains availability to

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suspects, informers, or others on a twenty-four hour basis during undercover operations; plans and prepares for high-risk warrant service on dangerous or repeat offenders posing increased risk to officers.

Reviews police reports and preliminary case documents; reviews evidence and investigates all possible leads in cases; reviews reports from crime laboratory, medical examiner's office, or other authorities; determines chronological order of events; reviews criminal activity in area for similar method of operation; reviews suspect photographs or photo lineups; prepares detailed case files, records, and reports for presentation in court.

Determines whether sufficient evidence exists to substantiate an arrest; obtains arrest warrants and makes arrests; pursues suspects and apprehends/restrains suspects/criminals; advises suspects of their rights; protects the rights of individuals in custody; obtains identification and prior arrest record information on suspects; records all confiscated property; transports suspects to jail; makes fingerprint and photographic records of arrestees.

Documents investigative information and maintains investigative files; prepares reports, detailed notes, and case files; forwards case files/reports to district attorney; assists in determining whether cases are ready for prosecution.

Prepares cases for prosecution; confers with district attorney regarding prosecution of cases; attends court sessions and hearings; testifies and presents evidence before Grand Jury and at hearings, motions, trials, or other judicial proceedings; responds to court subpoenas.

Compiles, analyzes, monitors, and maintains intelligence information pertaining to criminal activity for use by department officers or other law enforcement agencies; collects/monitors data from incident reports, arrest records, criminal history reports, BOLO notices, pawn shop reports, news articles, personal interviews, informant tips, local agencies, or other sources; documents intelligence information gathered during surveillance or undercover operations; locates and observes criminal activity; identifies participants and nature of activity; monitors gang members and local gang activity; screens audio/video tapes of interviews or potential crimes; maintains current files of known suspects.

Prepares intelligence reports, bulletins, and BOLO notices; disseminates criminal intelligence information to patrol units, other department personnel, or outside agencies.

Analyzes trends in criminal activities; provides recommendations or strategies to be used for apprehending criminals, such as directed patrol recommendations, extra surveillance, or stakeouts.

Coordinates investigative activities with other agencies; meets with other law enforcement agencies to discuss/compare evidence, intelligence, or information in similar investigations or perpetrators; provides assistance to other officers, emergency medical providers, fire department personnel, other law enforcement agencies, or public service agencies as appropriate; provides emergency response on a twenty-four hour basis as needed.

Works with firearms instructor/rangemaster in providing instruction in the use of various weaponry, including pistols, shotguns, submachine guns, patrol carbines and precision rifles; creates courses of fire and certifies courses with Tennessee POST Commission; designs range facilities; documents training activities; conducts/commands instruction in classroom and in live-fire environments; appears in court to substantiate all phases of departmental firearms training and policies; coordinates maintenance of the department's battery of weapons to ensure proper operations; conducts research to create new, challenging, and legally defensible forms of firearms training.

Provides information to the public and the media concerning Sheriff's Department programs, personnel, cases, and other activities, as approved by the Sheriff and designated chain of command; acts as department spokesperson in communicating news stories to radio, television, and newspaper media; schedules press conferences and coordinates video/sound bites from various department personnel; creates and disseminates press releases; coordinates dissemination of official reports, mug shots, and other materials needed by the media; reviews media resources to locate articles relating to the department; coordinates production of special publications such as brochures, pamphlets, and other media.

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Assists with general law enforcement functions as needed; patrols designated areas to detect/deter criminal activity; prevents/discovers commission of crime; checks suspicious buildings, vehicles, persons, or situations; writes citations; performs rescue functions at accidents, emergencies, and disasters; enforces vehicle operating laws, parking laws, and DUI laws; provides traffic control, crowd control, police protection, or security escorts as appropriate.

Operates specialized electronic evidence-gathering equipment as appropriate; operates audio/video transmitters, receivers, recorders and photographic equipment; designs, constructs, and places covert camera containers for use in gathering evidence.

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, rape kits, drug testing kits, fingerprint kits, forensic kits, processing kits, surveillance equipment, photographic equipment, handcuffs, baton, flashlight, fire extinguisher, measuring devices, digital camera, video camera, photographic equipment, tape recorder, radio/communications equipment, telephone, hand tools, or general office equipment.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, case notes, case reports, crime scene charts/diagrams, incident reports, accident reports, arrest reports, miscellaneous reports, citations, warnings, property/evidence reports, criminal intelligence reports, subpoenas, summonses, diagrams, or other documents.

Receives various forms, reports, correspondence, logs, case files, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, laboratory reports, crime analyst reports, photographs, video tapes, audio tapes, known suspect records, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, or other computer programs.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisor, command personnel, officers, employees, dispatchers, other divisions or departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, inmates, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

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Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

### Assignment to Arson and Explosive Investigations may involve the following additional functions:

Maintains specialized knowledge of criminal and civil courtroom procedure and law.

Maintains familiarity with the NFPA 921, which is a guide for fire and explosion investigations.

Maintains knowledge of terms and definitions of the language used in fire investigations, the scientific method, basic fire science, evidence recognition and collection;

### Assignment to Computer Voice Stress Analyzer (CVSA) equipment may involve the following additional functions:

Conducts Computer Voice Stress Analysis (CVSA) to detect, measure, and chart the stress in a person's voice following a pre-formatted questionnaire; administers interviews using CVSA computer and analyzes results by interpreting charts.

Reviews the available information pertaining to the case in question prior to administering an examination; maintains a record of all examinations conducted to include cold calls; maintains CVSA records for at least a three-year period and/or until any litigation is concluded in the case or issue.

Assists other agencies with CVSA computer.

### Assignment to Dive and Rescue may involve the following additional functions:

Performs disaster related rescue assistance when requested, to include swift water rescue.

Performs underwater search and recovery missions involving victims, evidence and other property; performs the investigation of underwater crime scenes.

### Assignment to Domestic Violence may involve the following additional functions:

Coordinates activities involving domestic violence crimes; supervises, reviews and maintains records on domestic violence investigations as mandated by Tennessee law; provides teaching/instruction to department personnel, other law enforcement agencies, or other groups in areas such as domestic violence issues, child abuse, crimes against children, and related topics; participates on task forces, review boards, or other agencies involving domestic violence or other criminal activities; participates in reviews of deaths of children under age 17 as required by Tennessee law; attends required meetings.

### Assignment to ICE may involve the following additional functions:

Patrols designated interstate areas via motor vehicle, on foot, or by other means to detect and deter criminal activity and traffic violations; checks suspicious vehicles, persons, or situations; maintains high visibility in the community; travel at high speeds and reports observed safety hazards or unsafe conditions such as missing, fallen, or damaged street or warning signs.

Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, natural disasters, public service duties, stranded motorists, motorist lockouts, or other problem situations.

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Prevents/discovers commission of crime; writes citations; apprehends, arrests, and processes criminals, fugitives and offenders; pursues fleeing suspects; conducts searches of suspects or arrestees.

Conducts preliminary investigations of complaints or incidents; interviews victims, complainants and witnesses and records statements; gathers information and evidence; secures crime scenes and protects integrity of evidence; prepares detailed reports and sketches.

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires.

Enforces vehicle operating laws, parking laws, and DUI laws; conducts sobriety tests; uses visual observation and pacing to enforce speed laws.

Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; coordinates removal of debris, animals, or other hazards from roadways.

Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, parades, special events, funerals, businesses, or other situations as appropriate.

Transports arrestees, members of the general public, or other individuals as required.  
Operates a variety of equipment which may include density meter and scope.

Investigates suspicious activity and cases dealing with money laundering, tax evasions, and terrorist activity.

Utilizes police K-9 unit to detect drugs, track/apprehend suspects, or search for lost/missing persons; conducts searches of vehicles, buildings, or premises with K-9 to locate narcotics or individuals; grooms, cleans and maintains K-9 unit; maintains dog kennel and related equipment; conducts K-9 training; demonstrates skills/abilities of K-9 unit to schools, churches, and civic groups.

### Assignment to Mounted Patrol may involve the following additional functions:

Conducts patrol activities on horseback; conducts training activities in conjunction with horses.

Participates in security and crowd control at athletic events, local events, fundraisers, and special community events with larger crowds and traffic problems; participates in search/rescue activities, including lost/missing person searches, searches for escaped inmates, assistance to injured persons in remote areas, and assistance during disasters and emergency situations; participates in lake duty patrol of trails, boat ramps, and recreation areas, with approval from U.S. Army Corps of Engineers.

Participates in public relations activities; provides drug awareness education demonstrations and exhibits at schools in conjunction with Drug Abuse Resistance Education (D.A.R.E.) and School Resource Officer programs; demonstrates skills/abilities of trained horses to schools, churches, and civic groups.

Performs routine patrol and/or training a minimum of six and one half hours per shift; works in conjunction with CID to identify high crime neighborhoods.

Assists in the training of horses and riders.

Performs ceremonial duties and assignment (i.e. funeral); provides stable tours to scheduled groups and walk-ins.

Assignment to Narcotics may involve the following additional functions:

Instructs classes on basic narcotics and drug identification.

Inspects vehicles, uniforms, weapons, and equipment assigned to officers; checks emergency equipment for proper operations; assists in coordinating maintenance and repair of department vehicles.

Oversees disbursements of confidential funds utilized for drug investigations; monitors/approves payments and receipts; maintains financial records.

## **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides backup coverage or assistance to other employees or departments as needed.  
Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by completion of basic police officer training program; supplemented by two (2) years previous experience and/or training involving law enforcement and criminal investigations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Requires successful completion of Criminal Investigation School, Interview/Interrogation School, Homicide School, Narcotics Investigation School, and/or Criminal Intelligence School. Must possess and maintain valid Firearms Certification, ASP Tactical Baton Certification, and Chemical Weapons Certification. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license. Participation in F.A.S.T. Team requires a minimum of one year of direct law enforcement experience and valid Basic S.W.A.T. Team Training certification. Duties involving media relations may require additional experience in journalism, public relations, and public speaking. Duties involving firearms instruction may require specialized training and/or certification in use of advanced weaponry, with membership in various associations relating to firearms preferred. Duties involving CVSA equipment may require CVSA certification.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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Date