

**CLASS TITLE: DETECTIVE SERGEANT**

**PURPOSE OF CLASS:** Under general supervision, performs specialized investigative work involving detection, investigation and prosecution of criminal offenses. This position will be directly responsible for participating and overseeing misdemeanor and felony investigations, capital offense investigations, sexual crime investigations, juvenile investigations, drug investigations, traffic accident investigations, financial crime investigations, and crime scene investigations. This position is non-exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart this position reports directly to the Assistant Police Chief.

**PRIMARY TASKS:**

- Conducts investigations of crimes and alleged criminal activity, gathers information and evidence, obtains warrants and makes arrests.
- Interviews or interrogates suspects, victims, witnesses and others to obtain information relative to criminal activities.
- Processes crime scenes for evidence and collects, packages, and submits to property management.
- Examines physical evidence and determines relevance to the crime or incident under investigation.
- Cooperates with other law enforcement agencies in conducting investigations and making arrests.
- Prepares cases for court.
- Testifies in court before grand juries and administrative hearing proceedings to provide information on activities or aid in criminal prosecution.
- Prepares detailed records and reports as required.
- Maintains contact with community members aiding in enforcement of drug laws.
- Develops informants, participate in drug buys and calls, and marijuana eradication.
- Presents drug eradication talks and demonstrations.
- Gathers information and evidence, obtains warrants and makes arrests related to criminal investigations.
- Supervises and conducts undercover work.
- Performs background checks on all town employees, as assigned.
- Enforce all traffic laws.
- Conduct traffic accident investigations.
- Patrol high risk areas and conduct routine inspections to ensure building security.
- Respond to emergency and domestic calls.
- Notify proper authorities in the event of injuries or fatalities.
- Serve as escort for funerals and other processions.
- Provide protection for persons transporting money and or valuables and for businesses making deposits.
- Transport the Town's bank deposits to the bank.
- Attend public gatherings to maintain order.

- Report any hazardous conditions that may exist in Town.
- Serve warrants and subpoenas.
- Prepare and maintain records and reports as required.
- Assist other local, state and federal law enforcement, fire, and rescue agencies when necessary.
- Conduct routine maintenance on police vehicles and ensure that the police vehicle is in proper working condition for the incoming officer.
- Assist during storms and other disasters.
- Perform related duties as required by the Chief of Police.

**EQUIPMENT OPERATED:**

- Patrol vehicle, two way radio, camera, surveillance equipment, fingerprint equipment, drug testing equipment, weapons, radar, computer, DCI, MDT, and other equipment as assigned.

**QUALIFICATIONS OF CLASS:**

**EDUCATION:**

- High school diploma or equivalent.
- Prefer a minimum of two year college degree.

**EXPERIENCE:**

- Prefer five years of experience in active duty law enforcement.
- At least two years of experience as a detective or investigator with a law enforcement agency

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of law enforcement practices and procedures.
- Thorough knowledge of buildings, streets and locations within the Town of Burgaw.
- Considerable knowledge of state and federal laws, local ordinances and policies related to law enforcement, criminal investigations and departmental operations.
- Considerable knowledge of equipment to be used, principles, practices and methodologies of investigations, techniques, evidence collection, identification and preservation.
- Skill in the use of investigative and criminal identification tools, and other equipment.
- Skilled in the use of firearms and self-defense.
- Ability to observe and remember details of an accident, and crime scenes with good visual acuity.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to prepare accurate and detailed case records and reports.
- Ability to build and maintain effective working relationships with associates, citizens and the public people.
- Must be in good physical condition.
- Ability to prepare accurate written reports and communicate information clearly and accurately.

**SPECIAL REQUIREMENTS:**

- Must have valid North Carolina driver's license. Must be certified as a law enforcement officer by the North Carolina Training and Standard Commission.
- Prefer certifications in radar, intoxilyzer, MDT, and DCI.
- Must be in good physical condition.
- Must have basic management skills.

**WORKING CONDITIONS:**

- Risk of personal safety. Work involves extensive walking, bending and climbing outdoors in varied weather conditions.
- Must possess visual acuity, hearing, touching and the full use of arms, hands, fingers, feet & legs.

Approved & Adopted by the  
Town of Burgaw Board of Commissioners

Date: \_\_\_\_\_