



## MILFORD POLICE DEPARTMENT

Job Description	DATE OF ISSUE: 08/25/20	EFFECTIVE DATE: 08/25/20	REVISED DATE:	
SUBJECT: Job Description-Detective				
ISSUING AUTHORITY: CHIEF MICHAEL J. VIOLA	Page 1 of 2	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> AMENDS	<input type="checkbox"/> RESCINDS

### **SUMMARY**

The person in this position of employment performs specific investigative and prosecutorial functions as detailed by the Support Division Sergeant or Captain. He or she has extensive knowledge of the court system and the prevailing statutes of the State of New Hampshire. He or she conducts investigations into certain misdemeanors and all felony cases that require extensive investigation. This person shall have direct control and authority over any crime scene to which he or she is detailed. A detective investigates crimes involving juveniles that require more than initial disposition by officers in the field. He or she acts as a specialist in the areas of youth services, community education, family assistance, and crime prevention. He or she maintains liaisons with all social service agencies and offers or accepts referrals to and from any of these agencies. This person works with school and community groups as well as with other enforcement or corrective agencies. He or she reports to the Division Sergeant and the Division Captain. He or she shall carry out all functions of a police officer as required.

A successful detective must have an eye for detail, an ability to recognize and evaluate evidence, must be capable of relating and establishing a rapport with numerous types of personalities. A detective must possess a great amount of flexibility, common sense, tenacity, and a level of perseverance that transcends ordinary investigative pursuits

### **GENERAL DUTIES AND RESPONSIBILITIES:**

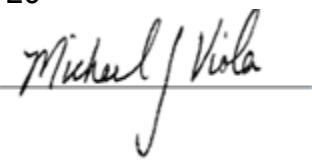
1. This list details typical tasks and requirements of the position, but is not intended to be all-inclusive.
2. A Detective assigned to the Support Division shall carry out all functions of a police officer as required but also have special duties.
3. Investigate assigned criminal cases.
4. Develop a working knowledge of investigative aids, equipment, and technology including crime scene kits, cameras, photography, videography, fingerprinting, and evidence collection and preservation.

5. Develop a familiarization with criminal character, their practices, associations, and various methodologies adopted in the commission of crime and evasion of detection.
6. Conduct interviews and interrogations.
7. Conduct surveillance of persons or places of a suspicious nature.
8. Possess an exceptional working knowledge and understanding of victims' rights, grief responses, emotional and psychological needs.
9. Cooperate fully with other divisions within the Department and with departments and agencies in other jurisdictions.
10. Act as liaison officer between this Department and similar bureaus or divisions in other law enforcement agencies.
11. Submit thorough and comprehensive written reports.
12. Work closely and in cooperation with court prosecutors.
13. Alert the Department and other law enforcement departments concerning intelligence information gathered that may prevent injury, death, damage, or loss of property, or information that, with timely action, may result in the apprehension of suspects or assist the departments in the discharge of their duties.
14. Assist the Juvenile Officer and School Resource Officer on complex investigations.
15. Investigate cases of suspected physical or sexual abuse of children.
16. Be assigned a schedule that is consistent with the needs of the Support Division.
17. Perform whatever duties and assignments are directed by the Division Sergeant or Captain.
18. Keep in confidence all information obtained through police employment and investigations.
19. Keep his or her supervisory officer informed of all activities.
20. Assist with the overall crime prevention effort of the Department.

**Job Description for: Detective**

Date: 08/25/20

Approved by:



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Signature

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Date