Job Title:	Criminal Investigator	Department/Loc:	Police Department
FLSA Classification:	Hourly, Non-Exempt	Date Drafted:	March 13, 2026
Reports To:	CID Sergeant	Grade:	113

Position Summary

Works under the general supervision of an Investigations Sergeant. This class performs law enforcement duties on assigned shift, unit, and/or division. Ensures the strict enforcement and compliance with all applicable laws, codes, policies, procedures, and standards, relating to law enforcement and welfare of personnel. Performs related law enforcement, supervisory, and administrative work as required. Performs related professional and administrative work in the direction of law enforcement, crime prevention, and department training as required. Works under stressful, high risk conditions. Reports to the Investigations Sergeant.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Investigates cases assigned to the Criminal Investigations Division (CID), and assists in ensuring division compliance with all applicable laws, regulations, policies, procedures, and standards of quality and safety.
- Assumes on-call duties for CID as assigned.
- Participates in in-service, firearms, and range training as needed.
- Reviews all reports, logs, and other paperwork received from subordinate officers to ensure completion, accuracy, and conformance with regulations. Reviews case files, evidence entry, crime scene processing, and other various investigative functions.
- Maintains assigned equipment and uniforms.
- Performs general law enforcement duties as necessary, including but not limited to investigating criminal cases in all areas of the City, responding to public calls for assistance, maintaining order and public safety, apprehending and arresting suspected law violators and criminal suspects, transporting prisoners, collecting evidence, and participating in investigative operations.
- Prepares cases for prosecution provides court testimony as necessary.
- Coordinates with tactical operations as assigned.
- Assists in coordinating division activities with those of other divisions, departments, and agencies as appropriate.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.
- Receives and responds directly to citizen inquires, concerns, and complaints concerning activities and personnel in areas of responsibility.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms and other law enforcement equipment.
- Receives and reviews various records and reports, including incident reports, activity reports, routine reports, warrant applications, case files, equipment requests, citizen complaints, use of force reports, memos, correspondence, etc.

- Prepares various documents, including incident reports, request forms, schedules, statements, traffic tickets, warnings, accident reports, booking reports, summonses, inspection forms, bond, receipts, photo and fingerprint logs, arrest warrants, and various other records, reports, memos, logs, correspondence, etc.
- Refers to policy and procedure manual, codes, regulations, laws, maps, statutes, training manual, etc.
- Operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorders, fax machines, and copiers.
- Operates/uses a variety of law enforcement equipment, including a police vehicle, firearms, defibrillator, radar, breath-test equipment, etc.
- Uses officer and computer supplies, restraining devices, protective equipment, fingerprint kit, first-aid supplies, cameras, and a variety of other law enforcement issued materials and supplies.

Position Responsibilities- Non-Essential/Other

- Prepares reports, papers, and other documents appropriate to the department; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge in the field.
- Performs general building maintenance as necessary.
- Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires good written and verbal communication skills.
- Must display a positive attitude and a calm, professional demeanor.
- Requires good time management skills.
- Must obtain SCCJA Basic Detective or equivalent course within one (1) year from date of promotion.
- Requires performing tasks prescribed by standard practices but which may require the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.
- Requires reading procedures manuals to solve practical problems such as methods and procedures for investigations; composing routine and specialized reports, and forms with proper format; speaking compound sentences using normal grammar and word form.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction.
- Valid South Carolina Driver's license
- Possesses a Class 1 LE certification from SCCJA

Mental & Physical Demands- ADA Guidelines

Physical Demands

• Sit	Frequently	• Reach Outward	Frequently
• Walk	Frequently	• Reach Above Shoulder	Frequently
• Stand	Frequently	• Climb	Frequently
• Handling	Frequently	• Crawl	Frequently

• Squat or Kneel	Frequently	• Bend	Frequently

Lifting Requirements

• 10 pounds or less	Frequently	• 51-100 pounds	Occasionally
• 11-20 pounds	Frequently	• >100 pounds	Occasionally
• 21-50 pounds	Frequently		

Pushing and Pulling Requirements

• 12 pounds or less	Frequently	• 41 to 100 pounds	Frequently
• 13 to 25 pounds	Frequently	• > than 100 pounds	Occasionally
• 26 to 40 pounds	Frequently		

Definitions

• ***N/A***	Not Applicable	Activity is not applicable to this occupation
• ***O***	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
• ***F***	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
• ***C***	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed