

**STPSO**  
**Job Description**

**Job Title:** Detective  
**Department:** Investigations  
**Reports To:** Sergeant  
**FLSA Status:** Non-exempt  
**Prepared Date:** 07-08-2015  
**Updated:** 8/11/22  
**Minimum Salary:** \$39,251 - \$47,918

**SUMMARY** - Carries out investigations to prevent crimes or solve criminal cases by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Capable of performing all essential duties and responsibilities listed in the job descriptions of a Criminal Patrol Deputy.

Be available by departmental cellular phone and respond when available.

Must be proficient in the investigation of basic crimes.

Must be able to assess and manage a basic crime scene, direct deputies, delegate duties to assisting detectives and brief Investigative Supervisors with information pertaining to the investigation.

Conduct interview/interrogation of witness and suspects. Arrest or assist in the arrest of criminals.

Investigate known or suspected criminals or facts of particular case to detect planned criminal activity or clues.

Check Pass-on daily to determine any trends for investigation purposes.

Prepare assigned cases for court, according to formalized procedures, meet with members of the District Attorney's Office regularly, and testify in court proceedings, to include Grand Jury testimony. Brief Supervisors with current information regarding ongoing investigations. Update COMP-STAT entries in a timely manner.

Be familiar with suspects of various crimes, whom they associate with, and where they reside and frequent.

Stay current with recent crime trends and high crime areas of St. Tammany Parish.

Be proficient in the use of commonly utilized computer programs / technology for the furthering of a criminal investigation.

Work with other agencies who request assistance relative to their investigations within St. Tammany Parish.

**SUPERVISORY RESPONSIBILITIES** - This job has no supervisory responsibilities.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** - High school diploma or General Education Degree (GED). One year law enforcement experience in Patrol/Enforcement Division.

**LANGUAGE SKILLS** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voter's registration card); birth certificate (minimum age of 21 years); Social Security Card; P.O.S.T. Level 1 Certification. Maintain firearms qualifications in accordance with St. Tammany Parish Sheriff's Office policy. Must complete the Criminal Patrol Field Training Program (FTO)

**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.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; run; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must have the ability to lift and drag a minimum of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.