

**TOWN OF WILSON'S MILLS  
JOB DESCRIPTION FOR**

# **DETECTIVE SERGEANT**

## **GENERAL STATEMENT OF DUTIES**

A Detective Sergeant performs supervisory detective work involving responsibility for directing, coordinating, and reviewing the activities of assigned detectives.

---

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for supervising and coordinating criminal investigative activities and providing leadership to assigned detectives and personnel. This position is responsible for overseeing complex investigations, reviewing case work for quality and legal compliance, and exercising independent judgement in investigative strategies and personnel direction. This position holds a level of authority, accountability, and leadership while remaining actively involved in investigations as needed. Work is performed under the general direction of the Lieutenant and is evaluated through conferences, reports, records, analysis of detective performance, files, feedback from other departments, and by public satisfaction with services.

---

## **DUTIES & RESPONSIBILITIES**

### **ESSENTIAL DUTIES AND TASKS**

- Supervises, assigns, and reviews investigative work performed by detectives and assigned personnel.
- Directs and coordinates investigations of serious, complex, or high-profile crimes.
- Ensures investigations are conducted in compliance with applicable laws, constitutional requirements, and departmental policies.
- Provides guidance and training on investigative techniques, evidence collection, and case preparation.
- Reviews reports, affidavits, warrants, and case files for accuracy, completeness, and legal sufficiency.
- Coordinates investigative activities with patrol units, prosecutors, crime labs, and outside law enforcement agencies.
- Participates directly in investigations, including interviews, interrogations, surveillance, and crime scene response as needed.
- Monitors case progress and ensures timely follow-up and case closure.
- Prepares investigative summaries and testifies in court, hearings, and administrative proceedings.
- Evaluates detective performance and participates in performance reviews and disciplinary processes as required.
- Assists in developing investigative policies, procedures, and best practices.
- Ensures proper handling, storage, and documentation of evidence and property.
- Responds to critical incidents and provides investigative leadership during emergencies.

### **ADDITIONAL JOB DUTIES**

Performs related duties as required.

---

## **RECRUITMENT AND SELECTION GUIDELINES**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of modern criminal investigative practices and procedures.
- Thorough knowledge of federal, state, and local laws related to criminal investigations.
- Thorough knowledge of case management and crime analysis methods.
- Thorough knowledge of departmental policies, procedures, and professional standards.
- Thorough knowledge of evidence collection, preservation, and chain-of-custody requirements.
- Thorough knowledge of court procedures, report writing standards, and courtroom testimony.
- Knowledge of the geography of the community.
- Skills in conflict resolution.
- Skills in using law enforcement equipment, vehicles, and technology relevant to operations.
- Ability to make decisions under stress and in rapidly changing situations.
- Ability to prepare clear and concise reporting records; communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with employees, other supervisors, citizens, community leaders, and the public.
- Ability to lead by example and maintain high ethical and professional standards.
- Ability to maintain confidentiality and exercise sound judgement in sensitive matters.
- Ability to respond calmly and decisively to emergencies and critical incidents.

### **PHYSICAL REQUIREMENTS**

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, reaching, standing, walking, typing, grasping, talking, seeing, hearing, and perform repetitive motions.
- Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 10 pounds of force constantly to move objects.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement/detective work; and to prepare and review a variety of records and reports.

### **DESIRABLE EDUCATION AND EXPERIENCE**

- Associate's degree in law enforcement, criminal justice, or a related field.
- At least three (3) years of experience as a full-time sworn officer; or an equivalent combination of education and experience.

- Bachelor's degree in law enforcement, criminal justice, or a related field is a plus.
- Experience as a full-time sergeant is a plus.

**SPECIAL REQUIREMENT**

- Possession of a valid North Carolina driver's license.
- Completion of Basic Law Enforcement Training from accredited school in North Carolina.
- Possession of North Carolina General Law Enforcement certification awarded by the North Carolina Criminal Justice Education & Training Standards Commission.

Candidates must successfully complete a pre-determined hiring process in addition to a physical examination, motor vehicle record, drug screen, background investigation, etc.

---

**SALARY GRADE: 18**

\$26.1048 - \$39.2224 Hourly (\$57,012.93 – \$85,661.93 Annually)

**FLSA STATUS: NON - EXEMPT**