



# Thurmont Police Department

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MAYOR

Martin A. Burns

CHIEF

Gregory L. Eyles

June 5, 2013

## Position Announcement

*(Criminal Investigator)*

Effective August 1, 2013, the Criminal Investigator's position will be available for a selected officer for a twelve month assignment. Anyone interested in this position shall submit in writing to the Chief of Police, via Chain of Command, their interest and qualifications for this position. This position is available for non-probationary officers, and personnel below rank of Sergeant. All requests must be received by the Chief of Police by June 28, 2013.

### Job Description

*Criminal Investigator  
(Detective)*

#### Kind of Work:

*This position requires an officer to possess a good work ethic and perform daily investigative work with minimal supervision. The officer selected for this position should have good report writing skills and be able to manage an intensive caseload. This officer will be required to interact with members from allied agencies and other Criminal Justice related agencies and organizations. This officer will exemplify team work and promote this position in a professional manner for a positive reflection of the Thurmont Police Department.*

#### Examples of Work include but are not limited to:

*Investigate crimes occurring within our jurisdiction  
Conduct follow-up investigations for Patrol Officers  
Be available for call in for significant incidents*

*Conduct good Case and Time Management*  
*Perform crime scene processing*  
*Conduct interviews/Interrogations*  
*Practice Problem Solving and exercise good decision making*  
*Perform under stressful situations*  
*Promote Team Work with other officers*  
*Good Report Writing*  
*Knowledge of Criminal Law*  
*Compliance with Rules and Regulations*  
*Knowledge of Policies and Procedures*  
*Practice good Interpersonal Skills*  
*Research Crimes Patterns*  
*Become familiar with Investigative Resources*  
*Submit monthly open case reports to supervisor*

*Qualifications and Requirements:*

*A qualified officer must submit a request for this position to the Chief of Police via Chain of Command*  
*A qualified officer for this position must be a non-probationary officer*  
*An officer submitting a request for this position must have Satisfactory or above ratings on Performance Evaluations*  
*An officer should have shown good investigative skills during Patrol duties*  
*An officer should have performed good report writing skills on reports and Statement of Charges / Warrant Applications while performing Patrol duties*