



# Thurmont Police Department

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Thurmont, Maryland 21788  
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CHIEF  
Gregory L. Eyer

## 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 a 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 *Supervision is received from supervisors/commanders.*

### 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  
*Conducts Background investigations when required*  
*Enforces laws and ordinances*  
*Performs patrol duties throughout the Town*  
*Will act as field training officer within the Department*

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

*Revised Date: 06/10/2019*