

POLICE DETECTIVE

JOB SUMMARY:

To investigate crimes and criminal or suspected criminal activity, obtain facts and evidence and prepare cases and presenting evidence for the District Attorney and the Grand Jury. May hold the rank of Sergeant or Corporal.

REPORTING RELATIONSHIP:

Reports to: CID Sergeant
Supervises: None

ESSENTIAL JOB FUNCTIONS:

- Follows up with in-depth investigations; makes arrests in any situation required.
- Majority of time spent on paperwork to document information.
- Conducts searches.
- Interviews witnesses.
- Appears in court.
- Makes arrests.
- Makes personal contact with witnesses/victims.
- Collects and identifies evidence and documents.
- Presents cases to the office of the District Attorney with the intent to obtain a conviction.
- May be assigned to an area of special responsibility; may be transferred from one special assignment to another and expected to perform any other assigned duties.
- Works with other law enforcement agencies by receiving and relating information. Conducts surveillance activities.
- Performs related duties and fulfills responsibilities as required.

EXAMPLES OF WORK:

- Make decisions; analyze, synthesis, and act on a wide variety of sources and types of information on a daily basis.
- Ability to maintain composure and decision making skills in emergency situations

QUALIFICATIONS:

- Intermediate certification from TCOLE
- Minimum of two years' experience as a peace officer
- No written reprimands, suspensions, or demotions within last 6 months prior to the date of the position opening.
- Minimum of 3 on last two evaluations.
- Current on all TCOLE mandated training.

PHYSICAL REQUIREMENTS:

Physical requirements may include the following:

- Run/sprint short distances or run for sustained periods of time (over 2 minutes).
- Run up and down stairs.
- Dodge, jump, or crawl under obstacles.
- Climb fences.
- Lift and carry objects up to 100 lbs.
- Move objects over 100 lbs. such as equipment and road debris.
- Extract or drag victims/suspects from automobiles and buildings.
- Push a car off the roadway.
- Use of force by pushing and pulling in self-defense situations for both short periods (less than 2 minutes) and for sustained periods (greater than 2 minutes).
- Bend and twist in use of force situations and to get in and out of vehicles.
- Vision: Required to perform all tasks associated with this job.
- Pushing/Pulling: Required when pushing and pulling 1 – 5 lbs., of exertion for opening filing cabinets and desk drawers.
- Kneeling/Crouching/Crawling/Bending/Twisting: To obtain files from lower drawers in files and when obtaining supplies from lower shelves. While handling files, operating computer and copiers, and when utilizing the telephone.
- Climbing/Balancing: Required for climbing steps to and from vault and records storage area.
- Hearing/Talking: Required for talking on the telephone and in person to employees and other persons.
- Foot Controls: Required while operating City vehicles.
- Lifting/Carrying: Occasional lifting of computer paper boxes, storage boxes, computer equipment. Occasional carrying of bound reports, computer printouts, supplies, and notebooks.

WORK LOCATION AND HOURS:

- Multiple indoor/outdoor locations and varied hours. Must be able to work weekends, holidays, and overnight hours as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Operation of all emergency equipment on police vehicle
- Various types of restraints and weapons including handcuffs, baton and firearms.
- Office equipment such as computer, calculators, and communication equipment such as mobile radios, smart phones, iPads, etc.
- Reading of case assignments, investigations, legal documents, law enforcement reports, search warrants.
- Writing investigation follow-ups, search warrants, and legal documents.
- Basic math required.
- Deal with staff, general public, and other agencies; clear verbal communication required; composure and decision making skills in emergency situations required.