



## 251113 Job Description: City of Kirby Police Detective

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**Position:** Police Detective  
**Min Experience:** 5+ Years  
**Required Travel:** 0-10%  
**Job Function:** Police  
**FLSA Status:** Exempt

**Job Type:** Full-Time  
**Min Education:** H.S. Diploma/Equivalent  
**Salary – Type:** Yearly Salary  
**Reports To:** Police Chief  
**Salary:** DOQ

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### **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.

### **Principal Duties and Responsibilities:**

The following duties are NOT intended to serve as a comprehensive list of all duties performed, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- 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.

### **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
- Performs other job-related functions as assigned or apparent.

### **Education, Certifications and Experience Required:**

- High School Diploma or GED equivalent (required)
- Associate's degree in criminal justice or related field (preferred)
- Current and valid Intermediate certification issued by Texas Commission on Law Enforcement (TCOLE)
- No written reprimands, suspensions, or demotions within last twelve months prior to the date of the position opening.

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- Minimum of 3 on last two evaluations.
- Current on all TCOLE mandated training.
- Minimum of five (5) years of work experience with at least the last two years of which are with The Kirby Police Department to demonstrate possession of the knowledge, skills, and abilities required to manage workload and complete assignments

### Physical and Environmental Conditions:

- Perform all essential physical functions of the job which include:
- 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 which may include climbing 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.
- 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 storage area.
- Hearing/Talking: Required for talking on the telephone and in person as duty requires
- Foot Controls: Required while operating City vehicles.
- Lifting/Carrying: Occasional lifting of computer paper boxes, storage boxes, computer equipment, job-related 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.

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### DISASTER SERVICE WORKERS CLAUSE

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from normal work assignments and may continue through the recovery phase of the emergency.

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**The City of Kirby is an Equal Opportunity Employer of Qualified Individuals.** A City of Kirby application is required. Resumes are considered additional information and accepted with a completed City application. Applications may be submitted online, in person at Kirby City Hall, 112 Bauman Street or through the Texas Municipal League website at [www.tml.org](http://www.tml.org).

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