



CITY OF INGLESIDE JOB DESCRIPTION

Police Detective

Department:	Police
FLSA Status:	Non-Exempt
Effective Date:	02/24/2020
Pay Grade:	13

POSITION SUMMARY

Performs difficult protective service work investigating crimes; processing crime scenes; maintaining evidence and performing other specialized duties relating to criminal investigation, law enforcement and special services, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Captain.

SUPERVISION RECEIVED AND EXERCISED

- Limited supervision
- Under the directions of the Police Captain

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts criminal investigations, interviews suspects; gathers and secures evidence; conducts surveillance; develops informants; obtains search warrants; apprehends violators.
- Processes crime scenes; takes photographs and makes sketches of crime scene; maintains chain of custody and records actions taken on scene.
- Locates and interviews witnesses, suspects, and victims.
- Performs background and criminal history investigations; makes arrests.
- Prepares affidavits for arrest and search warrants; obtains appropriate court orders; executes warrants.
- Provides testimony for court hearings, grand juries, and depositions.
- Maintains photo, fingerprint, criminal, and related files.
- Prepares daily, special, and periodic reports on arrests, activities, and cases.
- Performs public relations tasks such as speaking to groups and responding to citizens requests for information or complaints.
- Serves on task forces and as a liaison with other police departments and law enforcement agencies.
- Performs the duties of a Patrol Officer as needed or required.
- Complete assigned health and safety courses to create a safe work environment

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School / GED

Experience – Considerable experience in Law enforcement including some experience in criminal investigation

Required Education	High School / GED
Required Experience	Considerable Experience
Combination OK?	Yes

License or Certificate – Must meet

and maintain all department, State and Federal training and education requirements for position

Valid driver's license in the State of Texas

Special Requirements – Possession of Texas Commission on Law Enforcement (TCOLE) Intermediate Peace Officer's License upon hire.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of the rules and regulations of the Police department
- General knowledge of modern police methods and procedures
- General knowledge of police investigative techniques of identification
- General knowledge of the geography of the City and the location of important buildings
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment
- Skill in the use of firearms and the operation of an automobile
- Ability to understand and carry out oral and written instructions
- Possession of physical agility and endurance; ability to establish and maintain effective working relationships with associates, community leaders and local business owners other legal and law enforcement agencies, Federal agents, and the public.

Admin.	Memos, letters, and reports.
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PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and repetitive motions
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Weight	10-100 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities
- Work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date