

CITY OF WALLER JOB DESCRIPTION

Job Title: Detective

Non-Exempt

Reports To: Lieutenant and Chief of Police

Department: Police

Date: May 2023

JOB SUMMARY

To perform law enforcement duties and responsibilities with support of investigations; to provide support in all law enforcement activities and operations; and to perform a variety of technical tasks relative to assigned area of responsibility. Receives direction from higher level command staff. May exercise functional or technical supervision over sworn personnel.

DUTIES AND RESPONSIBILITIES

Recommend and assist in the implementation of goals and objectives; implement operational policies and procedures and provide specific support to the investigation units.

- . Responsible for the ongoing investigation of all unsolved criminal cases; research and develop investigative leads; conduct follow up investigation; seek the identification and apprehension of criminal suspects.

- . Collect, process, and store all evidence submitted by patrol officers.

- . Conduct background investigations on prospective employees.

- . Prepare analytical and statistical reports on operations and activities.

- . Assist in overseeing and participating in all normal shift duties as assigned, including enforcing local and state laws, patrol activities, issuing citation, making arrests, investigation activities, administering first aid and transporting offenders.

- . Maintain all mug shot albums; inventory pawn shops; conduct undercover narcotic investigations; coordinate raid teams for search warrants.

- . Identify and interview suspects, witnesses and victims; record statements, collect evidence and develop cases; recover stolen property where possible.

- . Review the work of subordinate personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.

- . Receive statements from witnesses, complainants, and suspects; follow up on problems and complaints; receive preliminary reports from citizens filing charges.

Essential duties and responsibilities:

- . Participate in the development of training activities for departmental personnel; develop training procedures and manuals; advise and instruct sworn and non-sworn staff regarding applicable policies, procedures and tactics.

- . Coordinate investigations with outside agencies.

- . File charges in county and District Court.

Other important duties and responsibilities:

Respond to requests and inquiries from the general public; represent the Police Department at civic organizations.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Conduct interviews and background investigations on Police Department applicants; conduct internal affairs investigations as required.

Maintain assigned vehicle.

Testify in court when necessary.

Perform related duties and responsibilities as required.

QUALIFICATION REQUIREMENTS

Operations, services, and activities of a law enforcement program.

Offensive and defensive weapons nomenclature and theory.

Principles and procedures of police investigations.

Criminal, traffic, and drug laws.

Policies and procedures of case management.

First aid principles, practices, and techniques.

Self-defense tactics.

Interviewing and interrogation techniques.

Modern and complex principles and practices of law enforcement.

Modern police methods and procedures related to patrol, traffic control, and investigation and identification techniques.

Principles and procedures of crime prevention, as assigned.

Departmental rules and operations

Pertinent federal, state, and local laws, codes and regulations

Conduct under cover narcotic investigations and transactions.

Write search warrants.

Coordinate and oversee police raid teams.

Prepare clear and concise reports.

Gather, assemble, analyze, evaluate and use facts and evidence.

Analyze situations and adopt effective courses of action

Interpret and apply laws and regulations.

Use and care for firearms.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the department to which assigned.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED).
- Two years of relevant college studies preferred.
- Certification by the State of Texas as a Police Officer.
- Maintains TCLEOSE Basic Certification.
- Valid Texas driver's license with acceptable driving record.
- One year of responsible work in police department or military police preferred.
- Equivalent combination of education and experience can be substituted in applicable areas.

SKILLS AND ABILITIES

- Knowledge of Code of Criminal Procedure, Penal Code, Family Code, Juvenile Code and Traffic Code.
- Ability to get along appropriately with co-workers and the public.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel and ticket writing software).
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.
- Gather, analyze, evaluate facts and safeguard evidence.
- Ability to prepare detailed written reports.
- Ability to exercise sound judgement and rational thinking under dangerous circumstances.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff and the public.
- Ability to communicate effectively in both written and verbal form.

ANALYTICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

Physical Environment

The duties of this job include physical activities such as sitting, stooping, kneeling, standing,

- walking, lifting, running, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.

- Specific vision abilities required by this job include close distance and peripheral vision, depth perception and the ability to adjust focus.
- This job is requiring police work out in the field such as apprehending potentially dangerous criminals and making arrest.
- Must be able to lift up to 100 pounds occasionally and 25-50 pounds frequently.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities.
- High volume workdays.
- Noise distractions (telephone calls, equipment, conversations with customers, etc.).
- Unpleasant social situations (dealing with upset or irate individuals).
- Adverse weather conditions, heat, cold, wet, unsanitary, potential exposure to infectious diseases.
- Exposure to dangerous situations and people.