

## **Job Description: DETECTIVE**

**CLASS NO.** 1035

**EEOC CATEGORY:** Service Workers

**PAY GROUP:** 216

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Conducts criminal investigations and prepares criminal cases for court, protects county residents and property, and enforces local, state, and federal laws.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Captain.
2. Directs: Directly supervises other departmental personnel.
3. Other: Works closely with other law enforcement agencies, with criminals and victims of crime, and has contact with the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

Conducts investigations of murders, burglaries, assaults, thefts, forgeries, and other criminal offenses, including narcotics investigations;

Interviews complainants and witnesses, obtains statements and depositions, and writes investigation reports;

Gathers and labels evidence and takes photographs and fingerprints for court case preparation;

Maintains adequate records in preparation of cases for presentation to the court or to a grand jury;

Executes arrest warrants for felonies and misdemeanors;

Serves civil papers;

Guards and transports prisoners and may serve subpoenas;

Chases and apprehends suspects;

Assists in the preparation and execution of search warrants;

Testifies in court;

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 1035 (Continued)**

Works with other law enforcement agencies sharing information as needed and assisting them in clearing cases;

Prepares and files necessary reports;

Maintains availability for crime investigation (may be called in at any time of day or night);

Conducts and assists in narcotic raids;

Patrols an assigned area to prevent crimes and enforce laws and regulations;

Files charges before an appropriate judge, arrests suspects, and take suspects before judge for arraignments and setting of bond;

Trains other officers in investigative techniques; and

Other Important Duties\*

May address and work with community groups to inform citizens of Sheriff's office activities and crime prevention; and

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* law enforcement administration, criminal and civil law, investigation and crime prevention methods; identification records and procedures; and the care of vehicles, firearms, and specialized equipment.

*Skill to:* use vehicles, firearms, and specialized equipment and operate a typewriter to prepare records and reports.

*Ability to:* apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, other county employees, and the general public; communicate effectively, both in orally and in writing (above average abilities in this area are required); and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High School graduation, or its equivalent, and at least three years of experience as a law enforcement officer in the State of Texas;

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**CLASS NO. 1035 (Continued)**

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

**REQUIRED CERTIFICATES AND LICENSES:**

Basic certification by the Texas Commission on Law Enforcement Officer Standards (TCOLE) and Education and appropriate Texas driver's license.

\*Other TCLEOSE certifications *preferred*.