



Title: Detective

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to serve and protect citizens and property of the City. This is accomplished by investigating felony crimes and other offense cases. Other duties include processing crime scenes, overseeing filing of case charges, managing evidence and other found property, and providing supervisory, administrative and other services and by interfacing with other City employees and citizens. Assist with the preparation of special events.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|------|--|-----------|
| 1 | L | Investigates felony cases by contacting complainants, witnesses and suspects; collecting, receiving and reviewing evidence; talking to reporting officers; composing photo line ups; issuing warrants; investigating crime scene; presenting case to District Attorney's Office; presenting case to Grand Jury; and testifying in criminal court cases | 40% |
| 2 | L | Manages evidence by sorting and cataloging evidence; maintaining chain of custody and integrity of evidence; maintaining evidence log; completing reports; preparing seizure affidavits and destruction orders on evidence; preparing evidence for Criminal Court cases; releasing property to owners; disposing of property in compliance with State policy; and providing for outside examination and analysis of evidence | 30% |
| 3 | L | Conducts police investigations by registering sex offenders from jail or prison; investigating sexual assault offenses; investigating narcotics cases; investigating juvenile and missing person cases; conducting joint investigations with CPS and APS; and facilitating Police services in various capacities | 30% |

**JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Over one year up to and including three years experience. |
| Supervision | Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. |
| Human Collaboration Skills | Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |
| Freedom to Act | The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Fiscal Responsibility | Has no budgetary responsibility |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Math | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Intermediate Peace Officer License (TCLEOSE); Valid Driver's License |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

| -Physical strength for this position is indicated below with “X”- | | | | | |
|---|--|---|---|---|--|
| Sedentary | Light | X | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C | F | O | R | N |
|--------------------------|------------------------------|------------------------|----------------------------|---------------|
| Continuously | Frequently | Occasionally | Rarely | Never |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | O | communicating with co-workers |
| Sitting | F | desk work, meetings, driving |
| Walking | F | to other departments/offices/office equipment, around work site |
| Lifting | R | files, supplies, equipment |
| Carrying | R | files, supplies, equipment |
| Pushing/Pulling | F | file drawers, equipment |
| Reaching | C | for files |
| Handling | C | paperwork |
| Fine Dexterity | F | computer keyboard, calculator, telephone pad |
| Kneeling | R | filing in lower drawers |
| Crouching | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | R | under equipment |
| Bending | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | C | from computer to telephone, getting inside vehicle |
| Climbing | R | ladders |
| Balancing | R | on ladders |
| Vision | C | driving, observing work site, reading, computer screen |
| Hearing | C | communicating with co-workers and public and on telephone, listening to equipment |
| Talking | C | communicating with co-workers and public and on telephone |
| Foot Controls | C | driving |
| Other (specified if applicable) | N | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax, copier, calculator, vehicle, audio and video equipment, digital voice recorder, camera, video camera, fingerprint kits, firearm, computer, and associated hardware and software

ENVIRONMENTAL FACTORS:

| C | F | O | R | N |
|--------------|------------|--------------|--------|-------|
| Continuously | Frequently | Occasionally | Rarely | Never |

| D | W | M | S | N |
|-------|------------------------|-------------------------|------------|-------|
| Daily | Several Times Per Week | Several Times Per Month | Seasonally | Never |

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | N |
| Chemical Hazards | R |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | O |
| Physical Danger or Abuse | R |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | M |
| Extreme Temperatures | D |
| Noise and Vibration | N |
| Wetness/Humidity | W |
| Physical Hazards | W |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Kevlar vest, duty belt, hand cuffs, firearm, latex gloves, protective glasses, ear plugs, hazardous materials protective clothing, mask, and baton

NON-PHYSICAL DEMANDS:

| F | O | R | N |
|---|---------------------------------------|-------------------------------------|-----------------------|
| Frequently From 1/3 to 2/3 of the time | Occasionally Up to 1/3 of the time | Rarely Less than 1 hour per week | Never Never occurs |

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | O |
| Emergency Situation | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | R |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

City of Liberty, TX



(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.