

FLSA: NON EXEMPT
PAY RANGE: 40
PAY CODE: HOURLY
WC/CODE: 7720

**CITY OF WHARTON
DETECTIVE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

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.

RESIDENCY REQUIREMENT

Position contains a residency requirement as prescribed by the Police Residency Policy in effect.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level command staff.

May exercise functional or technical supervision over sworn personnel.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential 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.

CITY OF WHARTON

Police Sergeant/Detective (Continued)

- . 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.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
 3. Conduct interviews and background investigations on Police Department applicants; conduct internal affairs investigations as required.
 4. Maintain assigned vehicle.

CITY OF WHARTON

Police Sergeant/Detective (Continued)

5. Testify in court when necessary.
6. Perform related duties and responsibilities as required.

CITY OF WHARTON
Police Sergeant/Detective (Continued)

QUALIFICATIONS

Knowledge of:

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.

Knowledge of:

Departmental rules and regulations.

Principles and practices of program planning.

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

Ability to:

Conduct under cover narcotic investigations and transactions.

Write search warrants.

CITY OF WHARTON

Police Sergeant/Detective (Continued)

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.

Administer first aid.

Interpret and apply laws and regulations.

Use and care for firearms.

Demonstrate keen powers of observation and memory.

Participate in public presentations as assigned.

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.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *running, walking, standing or sitting for extended periods of time*
- *effecting arrests*
- *subduing resisting individuals*
- *chasing fleeing subjects*
- *running, walking, crouching or crawling during emergency operations*
- *moving equipment and injured/deceased persons*
- *climbing stairs/ladders*
- *performing life-saving and rescue procedures*
- *operating assigned equipment including firearms and vehicles.*

CITY OF WHARTON
Police Sergeant/Detective (Continued)

Ability to:

Effectively deal with personal danger which may include exposure to:

- *hazardous chemicals and materials*
- *dangerous firearms*
- *intense heat*
- *electrical hazards*
- *dangerous animals*
- *armed and dangerous persons*
- *communicable diseases*
- *hazards of emergency driving*
- *emotional and criminal persons*
- *hazards associated with traffic control and working in and near traffic*
- *natural and man-made disasters.*

Maintain mental capacity which allows the capability of:

- *exercising sound judgment and rational thinking under dangerous circumstances*
- *evaluating various options and alternatives and choosing an appropriate and reasonable course of action*
- *demonstrating intellectual capabilities.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

Experience and Training Guidelines

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

Experience:

Two years of law enforcement experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by additional training in police science, law enforcement, criminal justice or a related field.

CITY OF WHARTON

Police Sergeant/Detective (Continued)

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of appropriate Basic Law Enforcement Certification issued by the State of Texas.

WORKING CONDITIONS

Environmental Conditions:

Work in an office or emergency environment; may work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; may be exposed to emergency and disaster situations; work in stressful situations.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, running, walking, crawling, climbing, stooping and lifting for prolonged periods of time; and in operating a motorized vehicle; maintaining physical condition appropriate to the performance of assigned duties as specified by the Basic Law Enforcement Certificate.