

## JOB DESCRIPTION

**Position Title:** Police Detective  
**Department:** Police  
**Status:** Hired by Town Manager  
**Authority:** Town Code  
**Overtime Status:** Classified, Non-exempt  
**Pay Range:** TBD  
**External Opening Date:** June 3, 2009 to June 17, 2009

**DISTINGUISHING FEATURES:** The class title of a Police Detective within the Police Department is assigned to specialized functions of criminal investigations. A Detective may be assigned to property, persons or narcotics cases and is responsible for responding to the scenes of crimes, conducting preliminary and follow-up investigations, preparing the required investigative reports, apprehending the suspect, preparing the case for a successful prosecution, and testifying in court. A Police Detective is supervised by a Police Lieutenant or Sergeant.

### Peripheral Duties:

Writes complete and detailed investigation of cases assigned

Collects and preserves evidence at crime scenes, lifts latent fingerprints, draws sketches and takes photographs

Interviews victims, complainants and witnesses, interrogates suspects, makes arrests as necessary.; testifies and presents evidence in court

Writes search warrants, serves warrants and subpoenas. Knows laws and procedures required for processing warrants

Files criminal complaints with the appropriate prosecuting attorney. Performs other work related to the processing of misdemeanor and felony complaints. Ensures that the elements of the crimes are present in the reports prior to filing

Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and in the investigation of offenses

Prepares reports of arrests made, activities performed, and unusual incidents observed

Stops drivers who are operating vehicles in violation of laws, warns drivers against unlawful practices and issues citations and makes arrests as necessary

Maintains contact with victims regarding the status of their cases

Maintains contact with citizens and businesses regarding potential law enforcement problems and preserves good relationships with the general public

Observes accurately and remembers faces, numbers, incidents, and places

Maybe on call when directed by the investigations supervisor, and responds to crime scenes when on call during weekends and nights May be required to cover a patrol shift as needed

Maintaining of evidence storage facility, logging in of evidence to facility and assisting the County Attorneys Office with evidence requests. Liaison with County Attorneys Office and Courts. Performs other duties of a similar nature or level.

**DESIRED MINIMUM QUALIFICATIONS:**

Any combination of training, education, or experience which demonstrates the potential ability to perform the duties of the position, including five (5) years of responsible work in a public law enforcement agency. Desirable qualifications are experience in general criminal investigations from a law enforcement agency of similar size and policing issues as the Town of Superior Police Department.

**SPECIAL REQUIREMENTS:**

Minimum of 21 years of age; current Arizona Driver's License and good driving record. Must be Arizona POST Certified. Must pass a polygraph, background check and an oral interview. Bilingual in Spanish would be advantageous.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of methods and principles of law enforcements, investigations, patrol, traffic control and custody of persons and property; working knowledge of all applicable Federal, State and Local rules, laws and regulations; knowledge of operation, maintenance and capabilities of equipment related to a police department operation and. Police Department policies.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spreadsheet and electronic mail and internet browser software; calculator; telephone; pager; copy machine; fax machine; radio; specialized police officer equipment and tools and motor vehicle.

**PHYSICAL DEMANDS:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands or arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet. There are occasional stressful situations involving members of the public who are angry or upset.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

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