

## CITY OF GLOBE POLICE DEPARTMENT - POSITION DESCRIPTION

Title: Police Detective  
Department: Police  
Date: 05/04/2017  
FLSA Status: Nonexempt  
Starting Salary: \$53,532.00 - \$58,885.20 annually depending on experience

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

### **GENERAL PURPOSE:**

Under general supervision, initiates and conducts investigations of suspected criminal activities and actual law violations from misdemeanors to felonies; apprehends suspected criminals; performs special assignments in crime prevention, training, and community relation programs; learns and applies supervisory and investigative techniques as appropriate; performs other duties as assigned.

### **SUPERVISION RECEIVED:**

Supervised by a Police Lieutenant.

### **SUPERVISION EXERCISED:**

Directs activities of detectives and officers during investigations. May be tasked as “acting sergeant” for short periods of time at the discretion of the Chief of Police.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Minimum Qualifications:**

Detective I (\$53,532.00/annually):

1. Must have 3+ years with Globe PD, or equivalent experience,
2. Specialty Training (instructor or professional expertise) OR AA degree in related field, and
3. Minimum score of 3.5 on last three employee performance review.

Detective II (\$58,885.20/annually):

1. Must have 6+ years with Globe PD, with 3 years as Detective, or equivalent experience,
2. Specialty Training (instructor or professional expertise) OR BS degree in related field, and
3. Minimum score of 3.5 on last three employee performance evaluations.

#### **Special Requirements:**

- Must possess a valid Arizona Driver's License or obtain prior to hire.
- AZ POST Peace Officer Certification or ability to obtain within 90 days.
- Knowledge of Microsoft Office Software (WORD, Excel, and PowerPoint)

**Substance Abuse Testing:**

Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement alcohol or random drug and/or controlled substance testing as outlined in City policy and procedures.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills, and other characteristics:

Initiates and/or conducts investigations of a variety of actual and suspected crimes or incidents to obtain evidence sufficient for issuance of criminal complaints.

Gathers, analyzes, and preserves evidence at or related to the crime scene; interviews parties to complaints or crimes to solicit and record testimony; locates and interrogates witnesses and suspects.

Obtains and effects warrants for the arrest of suspects; assembles necessary background information for issuance of search warrants.

Prepares and submits reports of various aspects of investigations; prepares material evidence for courtroom presentation.

Testifies in court as to investigative findings.

Conducts investigations in specialized disciplines.

Trains and mentors less experienced officers and investigators in specific areas of expertise.

**Necessary Knowledge and Abilities:**

Knowledge of the principles and practices of modern law enforcement including patrol tactics, traffic enforcement, investigation, police-community relations, laws regarding search and seizure, arrest, evidence, court procedures, as well as legal rights of citizens and prisoners.

Ability to apply and interpret laws, regulations, department policies and procedures; think clearly in emergency situations, work independently, demonstrate initiative in the performance of assignments and maintain cooperative working relationships; communicate effectively both verbally and in writing, and deal with the public in situations requiring diplomacy and tact.

**Manual/Physical:**

Detects alarms, sirens, gunshots, and other audible signs of warning in order to detect crimes, determine directions, and ascertain the seriousness of incidents. Maintains the ability to perform all duties of a Police Officer, including making forceful arrests and firing a weapon. Operates an emergency police vehicle (marked or unmarked) requiring a standard Arizona Driver's License to

respond to emergency calls, gather information for investigations, and monitor subordinates' activities. Enters data or information into a terminal or personal computer to enter reports, monitor calls and subordinates' activities, run inquiries, and send and retrieve electronic mail messages. Detects natural gas leaks, toxic gases, smoke, hazardous materials, alcohol, and drugs, in order to ascertain physical impairment that may lead to arrest, determine medical emergency status, and determine the seriousness of incidents. Observes, inspects, and monitors vehicles, traffic signals, people's behavior, suspicious activity, traffic and weather conditions, and subordinates' conduct and appearance to determine compliance with applicable laws, codes, and departmental policies/standards, and make decisions regarding pursuits and arrests.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

### **APPLICATION AND SELECTION PROCESS:**

#### **Required Application Materials – First review of applications on 06/01/2017**

- City of Globe Application
- AZ POST Form PH – Personal History Questionnaire
- Professional Resume and professional portfolio (letters of recommendations, past performance evaluations, commendations, etc.)

#### **Selection Process:**

- Review of Application/Resume/Professional Portfolio and selection of candidates (based on minimum qualifications)
- Panel Interview
- Written Exercise (details sent to selected candidates after panel interview)
- Chief's Interview
- Background Investigation
- Polygraph
- AZ POST Medical Exam