



## **Police Detective**

EEO Class Code: Service Worker

Union Status: Unclassified

FLSA Code: Exempt

# **The Town of Pembroke Park Job Description**

**Department:** Police

**Supervises:** None

**Position Reports To:** Police Lieutenant

**Sworn:** Yes

## **Job Specifications**

### **NATURE OF WORK**

Police Detective is a law enforcement professional that serves as the investigator of crimes and gathers evidence against criminals for prosecution. This individual is responsible for investigating crimes that have been reported to the department or discovered by Police Officers.

### **STATE OF EMERGENCY**

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

### **ILLUSTRATIVE TASKS**

Tasks required of those in the position of Police Detective include, but are not limited to:

- Gather facts and collect evidence for criminal cases.
- Determine which individuals and pieces of information are credible.
- Conducts interviews when investigating crimes.
- Creates and examines records.
- Observes suspects.
- Participates in raids and arrests.
- Writes detailed reports on findings.
- Testifies in court proceedings.
- Collaborate with Police Officers, crime scene investigators, and evidence technicians to build a case for prosecution.
- Analyzes physical evidence and reaches conclusions about truths during an incident.



- Performs all other assigned activities as required in relation to Police operations.

## **KNOWLEDGE, SKILLS, ABILITIES**

The Police Detective should possess the following knowledge, skills, and abilities:

- Analytical skills.
- Communication skills both orally and in writing.
- Interviewing skills.
- Physical and mental stamina.
- Ability to complete accident and criminal investigations.
- Ability to investigate and analyze information to draw conclusions.
- Ability to gather and organize legal evidence.
- Ability to communicate and interact with officials at all levels.
- Knowledge of legal documentation procedures and requirements.

## **MINIMUM REQUIREMENTS**

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Minimum of two (2) years as a certified Police Officer.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

## **SPECIAL DRIVING REQUIREMENTS**

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.



- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

*The Town of Pembroke Park is an Equal Opportunity Employer that does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*