



**University of Texas at El Paso
Job Description**

Job Code: 6310
Job Title: Detective
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 25, 2010

Summary: Provides the necessary investigative expertise and oversight on a wide variety of criminal investigations. Provides oversight and supervision to the Office of Investigative Services and facilitates the training of newly assigned investigators.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Lead investigator on all major criminal matters and lengthy investigations; ability to effect forcible arrests of violators; ability to communicate with witnesses and complainants in an effective manner; conducts skillful interviews / interrogations of suspects, prisoners, complainants and witnesses to obtain information beneficial to the investigation and the apprehension and conviction of offenders; prepares investigative and activity reports, maintains records, and responds to correspondence.

Conducts investigations in cooperation with Federal, State, County and local agencies and such other cases and matters as may be assigned to him/her; maintains a close working relationship and liaison with department members and other law enforcement agencies.

Conducts complex criminal investigations; interprets complex information; frequently makes decisions without consulting a supervisor; exercises extensive independent judgment, and takes appropriate action with limited opportunity to evaluate alternatives; obtains and executes search and arrest warrants; as directed, supervises subordinates while they are conducting investigations, surveillances, interviews, interrogations and crime scene processing; ability to work effectively over prolonged periods of time; ability to maintain confidentiality of information and to restrict the use of such information.

When instructed by the Chief of Police or his/her designee conducts undercover surveillance and investigations and internal investigations. Conducts audits of criminal cases and is responsible for case management; performs transfer officer duties for criminal cases to offices of various prosecutors.

Develops sources of information; locates and interviews confidential informants; visits locations frequented by criminals to determine criminal habits, associates, characteristics, aliases, and other relevant information; makes analysis of crime trends and patterns; possesses forensic and technical surveillance equipment expertise.

Trains and mentors investigators by providing training and instruction in the methods and techniques of criminal investigations; prepares administrative documentation necessary to the work function; provides training for departmental personnel and conducts crime prevention programs on campus; determines investigators training needs.

Crime scene specialist; conducts crime scene searches, at which time he/she appropriately searches for, seizes and preserves evidence which is needed for the investigation of the crime and the apprehension and conviction of the offender; acts as custodian and technician of evidence; ability to give credible testimony before the Grand Jury and in court.

Participates in public relations and crime prevention enhancement activities by attending civic club meetings, churches, schools and other places of public or university gathering and explaining the activities and functions of the police department and crime prevention methods.

Maintains current knowledge of the policies, procedures, rules and regulations of the department pertaining to assigned area of responsibility; remains current on job-specific procedures, laws, rules and regulations through professional development courses, meetings, research, and job-related publications; demonstrates the skill to apply these specialized techniques in the course of his/her duties.

Keeps superiors informed of activities and findings.



Must be able to work various shifts as assigned.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Sixty semester hours from an accredited college or university, or 30 semester hours and two years previous military service, or 30 semester hours and one year service as a U.T. System Guard.

Minimum Experience required: Individual must be a Commissioned/Licensed Peace Officer for the State of Texas who possesses at least two years experience as a peace officer.

Physical Demands: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the essential duties of this job, the individual is required to talk, sit, stand, and walk; use hands to feel, grasp and hold objects; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl. The employee must occasionally lift and move up to 50 pounds. Special vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus quickly.

Must meet the vision acuity requirements established by the UT System Office of the Director of Police.

Work Environment: The characteristics of the work environment described here are representative of those an individual 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 individual are occasionally exposed to fumes and airborne particles; outdoor weather conditions; and explosives. The noise level for this work environment is usually moderate.