



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Lead Detective Special Assignment	JOB CODE: 4008
REVISED	4/9/2018	FLSA: Non-Exempt

Summary: Under general supervision, in addition to carrying a criminal case load, supervises the activities of assigned detectives and staff; assures that investigators are ready and prepared for duty, and assures the lawful and consistent application of regulations and procedures.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises assigned staff; assigns cases to investigators and evaluates team performance; communicates departmental directives, and assures effective communication of police issues.
- Maintains discipline, and assures compliance to Police Department policies and general orders; assures that Police Officers are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned.
- Reviews, corrects and assures the completeness of case reports; assures that all paperwork is completed in a timely manner; prepares technical and statistical reports; updates and maintains a variety of files, records, event logs, charts and other documents; advises division commander regarding significant developments with investigations, employee conduct and citizen complaints.
- Provides safety and security to citizens in the community through supervising and assisting patrol in law enforcement, patrol, civil process service, investigations and other duties on an assigned shift.
- Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate.
- Performs duties of a criminal investigator, carrying a case load and assist detectives in the performance of their duties; enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Responds to emergency and non-emergency calls for service; investigates, documents, and responds to crimes, dangerous and illegal activities, and citizen complaints.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Performs specialized functions in areas of expertise, including investigations, administrative and technical services, training, school resources, and professional standards administration.
- Presents education and information programs for community and school awareness projects; teaches and counsels residents on law enforcement activities and referral resources.
- Maintains the integrity, professionalism, values and goals of the Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of Police Department General Orders, rules, policies and procedures.
- Knowledge of principles and tactics for management and deployment of law enforcement personnel and equipment, including supervision and personnel administration rules.
- Knowledge of City, county, state, and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, and principles and practices of criminal justice records management.
- Knowledge of law enforcement methods and practices, including case laws governing arrest, rules of evidence, probable cause, use of force, asset forfeiture, and search and seizure.
- Knowledge of investigative and interrogative procedures, and protocols for observation of critical details.
- Knowledge of the geography, roads, and landmarks of Eloy and surrounding areas.
- Knowledge of community issues and regional community resources available to citizenry.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in interpreting and applying criminal laws to information, evidence and other data compiled.
- Skill in gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Skill in communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques.
- Skill in remaining alert at all times and reacting quickly and calmly in emergency situations.
- Skill in dealing with situations requiring diplomacy, understanding, fairness, and sound judgment.
- Skill in operating motor vehicles and special equipment during emergency situations.
- Skill in the care, maintenance and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working as a team member with other law enforcement and multi-jurisdictional agencies.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other criminal justice agencies and the general public.
- Skill in effective communication, both verbal and written.

Minimum Qualifications:

High school diploma or GED equivalent; AND five (5) year's law enforcement experience, including two (2) years' experience as a criminal investigator with EPD; OR an equivalent combination of education and experience. Arizona Peace Officer Standards and Training (POST) certification is required; must possess State of Arizona Driver's license, and clear criminal record.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed