



Job Description

TITLE: Detective	JOB CODE: 6026
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Law Enforcement
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, conducts investigations of criminal cases; prepares affidavits for search and arrest warrants and prepares reports; conducts searches and arrests offenders; assists the District Attorney's Office in preparing cases for trial; testifies at trials; arranges prisoner transport to and from trials and security at the trial.

Reporting Relationship: Detectives report to the Detective Sergeant.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative 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 tasks.*

- Investigates criminal cases to develop facts about the guilt or innocence of subjects involved; interviews suspects, witnesses and victims; collects physical evidence; arrests suspected felons.
- Prepares reports documenting different aspects of the investigation; documents the crime scene, the evidence collection and interpretation, and statements; prepares written affidavits for search and arrest warrants.
- Investigates known or suspected criminals or facts of particular case to detect planned criminal activity or clues.
- Becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information.
- Investigates crimes and questions witnesses.
- Examines scene of crime to obtain clues and gather evidence.
- Investigates suspected persons and documents progress of investigation.
- Arrests or assists in arrest of criminals or suspects.
- Assists the District Attorney; prepares assigned cases for court, according to formalized procedures.
- Testifies before court and grand jury.
- Responds to assist other agencies and departments for backup and security.
- Assumes "on call" status as scheduled.

Required Knowledge and Skills:

- Knowledge of Sheriff's Department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of County, State and Federal laws, regulations and ordinances.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.

Job Description

Detective

- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in making decisions in emergency and crisis situations.
- Skill in effectively communicating both orally and in writing.
- Skill in operating motor vehicles during emergency, high-risk pursuit situations.
- Skill in operating a personal computer and software applications.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

Education and Experience

- High School diploma or GED equivalent and two years experience as a patrol officer.
- State of New Mexico Law Enforcement Academy certification.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to extended periods of driving police vehicle; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet Department standards.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes: patrol vehicles; fire arms; impact baton; two-way radios; cameras; radar units; pepper spray; drug and chemical analysis kits; and computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____