AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**POLICE DETECTIVE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**PD 4**	DUTY DAYS:	**260**	DATE REVISED:	**08/20/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

This position requires a High School Diploma or G.E.D. Incumbent must hold a Peace Officer License and a Basic Peace Officer Certification in good standing with the Texas Commission on Law Enforcement. An Intermediate Peace Officer Certification is preferred. Incumbent must have two (2) years of law enforcement experience. Incumbent must have successfully completed a TCOLE recognized First Line Supervision course within one year from the date of appointment.

SKILL REQUIREMENTS:

This position requires state mandated in-service training and successful completion of annual firearms qualifications proficiency. The incumbent must complete all required professional development training as assigned by the department and the Texas Commission on Law Enforcement. Also, the incumbent must be able to successfully complete a one (1) year probationary period from the date of appointment.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent serves as Police Corporal within the AISD Police Department and has the responsibility for maintaining and enforcing policies, directives, standards and laws of the District and State. Incumbent is also responsible for all investigations assigned to him/her by the Sergeant over investigations. The incumbent will be responsible for oversight of subordinate officers and other staff. This position requires the ability to plan daily work assignments, as well as, short-term and long- term scheduling for case assignments.

ESSENTIAL FUNCTIONS:

- Responsible for conducting a range of criminal investigations including sex assaults, child abuse, assault, robbery, theft, theft by public servants, forgery, burglary, etc.
- Conduct personnel investigations for the Austin ISD Human Resources on all employees.
- Serve as an investigative liaison with other law enforcement investigative units such as the Austin Police Department, Travis County Sheriff's Office, etc.
- Assist and direct School Resource Officers on campuses, as well as patrol officers with questions regarding their criminal investigations.
- Provide continued education and training to AISD Officers and administrators in proper investigation protocol.
- Monitor all open and active cases as documented to ensure closure in a timely manner.
- Review warrant request paperwork submitted by line officers and forward to proper court for judge approval.
- Submit for warrant of arrests and search warrants from surrounding judges.
- In absence of ranking sergeant, will serve as supervisor in charge as assigned or at a crime scene.
- Review the Daily call logs from prior day to ensure calls were investigated properly.
- Serve in a dual role that includes the investigative unit and will be responsible for any duties assigned within the Juvenile Gang Investigative Unit that provides Gang Resistance Education and Training (G.R.E.A.T) instruction.
- Responsible for day-to-day operational oversight for the night patrol division.
- Review performance and provide feedback to subordinates.
- Recommend training for professional development.

- Notify superiors of personnel performance issues.
- Notify superiors of significant incidents and generate notifications promptly.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Regular attendance for this position is required. This position may involve routine exposure to blood or body fluids.

Incumbent may spend extended periods of time patrolling and investigating crimes on Austin ISD property, both in automobiles and on foot. Incumbent may be required to physically restrain parties involved in a conflict. In extreme cases, incumbent may be exposed to violent and/or armed confrontations. Physical fitness tests are required quarterly.

Tools/Equipment Used: District vehicle, firearms, security equipment, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals, police duty belt that contains a gun, handcuffs, two-way radio, and ammunition, bullet proof vest weighing approximately five (5) lb

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving, run or walk stairs. jumping from elevated surfaces such as a loading dock., running after a fleeing suspect.

Lifting: Moderate lifting and carrying (15–44 pounds), carry a police duty belt at waist level weighing approximately 15-20 lbs.

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel, physically handle emotionally disturbed and out of control persons, perform rescue operations that may require lifting, carrying, or dragging heavy objects

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day

PERSONAL WORK RELATIONSHIPS:

This position reports directly to a Sergeant or their designee. The incumbent is accountable for subordinate officer's adherence to standards and quality of reports (including status reports.) Incumbent may meet with a Sergeant or their designee to address issues and discuss equipment needs, staffing, etc. Guidance received from a supervisor is typically general and on an exception basis. The incumbent receives an annual evaluation from their Sergeant.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

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Employee Signature:		Date:	