

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	POLICE DETECTIVE			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	PD 4	DUTY DAYS:	260	DATE REVISED:	02/18/2025 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. 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.

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- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

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:

This position usually involves working in a standard office environment but also may include patrolling outdoor. This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position.

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 & acknowledge the job description above.

Employee Signature:

Date: