

University of Houston – Clear Lake

Position Description

Job Title: **Detective**

Job Code: **9437**

Pay Grade: **190**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	College coursework in Criminal Justice field.
Experience	One year as commissioned Police Officer.	Two years as commissioned Police Officer.
License/Certification	Texas Drivers License Permanent Texas Peace Officer License issued by TCLEOSE.	Intermediate Certification issued by TCLEOSE.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

General police work, responsible for the protection of life, liberty and property, the enforcement of all laws of the state of Texas and the rules and regulations of the university; performing occasional supervisory duties in the absence of a Squad Sergeant. Will primarily handle criminal and administrative investigations as assigned by their supervisor. Is expected to obtain specialized training in crime scene processing and investigative procedure. Will at times be required to be on call. Will be required to specialize and be in charge of certain agency functions such as Training Coordinator, Accreditation Assistant, Crime Victims Liaison, Crime Analyst or any other specialized function deemed appropriate by the Chief of Police. Is responsible for ensuring the assignments are carried out in accordance with established rules and procedures.

Duties and responsibilities

% Time

Investigation of criminal reports.	40
Handle specialized assignments.	30
Substitute for squad Sergeant when necessary.	10
Perform administrative investigations.	10
Performs all other law enforcement activities as performed by Police Officers.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.