

TOWN OF PROSPER

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| TITLE: | DETECTIVE / AUTO THEFT TASK FORCE | SALARY RANGE: | PD-2 |
| DEPARTMENT: | POLICE | LAST UPDATE: | 09/2025 |
| REPORTS TO: | C.I.D Lieutenant | FLSA DESIGNATION: | NON-EXEMPT |

DEFINITION

The Detective / Auto Theft Task Force performs specialized investigative work to solve crimes, gather and analyze evidence, and prepare cases for prosecution. The position conducts interviews, executes warrants, maintains the chain of custody, collaborates with prosecutors and other law enforcement agencies, and testifies in court to ensure public safety and justice for victims. When assigned as the Auto Theft Prevention Coordinator/Detective, the role also oversees and actively participates in enforcement and investigative efforts targeting auto theft and related crimes, working collaboratively with internal and external partners to reduce vehicle-related criminal activity.

** This position is grant-funded and is contingent upon the continued availability of grant funds.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Criminal Investigations Lieutenant.

The Detective position is the CID equivalent to a Patrol Corporal rank – a supervisory level in the chain of command. Therefore, can often and regularly exercise supervision over subordinate personnel and assumes scene control at active crime scenes along with the on-duty supervisor to maintain scene and personnel control along with evidence collection.

EXAMPLES OF DUTIES

Duties and responsibilities include, but are not limited to, the following:

- Oversees the Auto Theft Prevention Program with the Texas Motor Vehicle Crime Prevention Authority (MVCPA), ensuring compliance with all program requirements.
- Prepares, submits, and tracks quarterly and annual progress reports.
- Develops, implements, and monitors annual grant objectives, budgets, and operational priorities to ensure effective use of funds and alignment with program goals.
- Reviews and verifies the completeness, accuracy, and legality of investigative reports submitted by patrol officers; ensures compliance with legal standards and departmental requirements.
- Assesses and resolves deficiencies in cases forwarded from patrol supervisors; directly downgrades cases for correction when repeated errors are submitted without proper review.
- Performs digital forensics to collect, analyze, and preserve electronic evidence in support of investigations.
- Responds to crime scenes, assumes control as directed, and conducts follow-up investigations in accordance with departmental policies and procedures.
- Collects, processes, labels, packages, and stores physical evidence; maintains the chain of custody and oversees property and evidence management.
- Interviews suspects, victims, and witnesses to obtain critical information and statements.
- Prepares case reports and collaborates with the District Attorney's Office to ensure proper filing and prosecution of cases.
- Testifies in court proceedings and before the Grand Jury as required.
- Prepares affidavits and obtains search and arrest warrants in support of investigations.
- Conducts overt and covert surveillance operations; identifies, locates, and arrests suspects when applicable.
- Establishes and maintains rapport with confidential informants to support ongoing investigations.
- Provides intelligence sharing and advisement to police personnel; participates in joint intelligence meetings with regional, state, and federal partners.
- Monitors developments in case law and investigative practices; communicates updates to departmental staff.
- Completes required training, certifications, and refresher courses to maintain investigative proficiency.
- Other duties as assigned.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School Diploma or equivalent, supplemented by specialized training in police science, law enforcement or a related field. Associate's degree and advanced level training preferred.
- Three (3) years of law enforcement experience with minimum of one (1) year of that in a Prosper patrol related position. Investigative experience within a law enforcement agency preferred.
- No documented discipline within one (1) year of application.
- Field Training Officer through TCOLE.
- Possess a basic Instructor license through TCOLE.
- Possession of a valid driver's license.
- Possession of a valid Advanced Texas Peace Officer License from the Texas Commission on Law Enforcement Education (TCOLE). Supplemented by advance investigative training, interview and interrogation training, internal affairs investigation training, and evidence and crime scene management training.

Knowledge of:

- Current Police methods and procedures related to progressive investigation and identification techniques.
- Texas Penal Code, U.S. Constitution, Texas and Federal Case law.
- Departmental rules and regulations.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Current standards and laws applicable to evidence collection and management.
- Evidence storeroom operations and security.
- Functions and responsibilities to the Police Department and its role in and relationship to the community.
- Principles of record keeping and basic report preparation.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Meet all basic requirements of a licensed peace officer as required by TCOLE.
- Manage projects effectively.
- Maintain area of responsibility.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Use, care for, and qualify with firearms.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Demonstrate keen powers of observation and memory.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Independently conduct difficult and sensitive investigations.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.
- Frequently required to walk, stand, and sit.
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move more than one hundred (100) pounds.

- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to meet and maintain minimum physical standards as outlined by department policy.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job.

- Regularly works in outside weather conditions.
- Occasionally works near moving mechanical parts and in high, precarious places.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.
- Noise level in the work environment is usually moderate to loud.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement or contract. Town Council has exclusive right to alter this job description at any time without notice.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

The Town of Prosper, Texas, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and/or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS