



JOB OPPORTUNITY

DETECTIVE/CRIMINAL INVESTIGATOR

Pantego occupies about one square mile in the heart of the Dallas-Fort Worth Metroplex – the nation's fourth largest metro area. The Town is two miles north of I-20 and bounded on three sides by Arlington.

Though our daytime business population is more than 200,000, the residential population is just 2,650. Pantego residents appreciate the slower pace of life our small town provides and staff, under the direction of the Mayor and Council, strive to preserve that feeling.

Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or thirty minutes from Fort Worth's historic Stockyards, downtown Dallas, or the DFW International Airport.

**"SMALL TOWN CHARM...
BIG CITY OPPORTUNITIES"**

JOB SUMMARY

To investigate crimes and criminal or suspected criminal activity, obtain facts, collect evidence, and prepare cases to be filed to the Tarrant County District Attorney.

The position required working 16 to 24 hours per week or two (2) or three (3) weekly shirts. It also required working weekends, holidays, and overnight hours as needed for major crime scenes.

APPLY TODAY

<https://www.townofpantego.com/jobs>

THE DEPARTMENT

Pantego Police Department (PPD) is responsible for the protection of life and property via a comprehensive range of law enforcement services and crime prevention programs. Our department is accredited through the Texas Police Chiefs Association's Best Practices Recognition Program. Crime prevention and the well-being of residents are our top priorities. We are dedicated to creating a high quality of life for all citizens, business owners, and visitors and strive for service delivery that meets or exceeds the criteria of our core values and mission statement – to effectively and efficiently fulfill the public safety expectation of the citizens of the Town. Divisions include patrol, motor units, criminal investigations, and communications.

SALARY RANGE

\$24 - \$25



Human Resources | 1614 S Bowen Rd

Pantego, TX 76013

Telephone: 817-617-3722

Email: soverstreet@townofpantego.com

POSITION TITLE: Detective/Criminal Investigator

DEPARTMENT: Police Department

STARTING RATE OF PAY: \$24-\$25

FLSA STATUS: Part-time Non-Exempt

JOB DESCRIPTION

Under the direction of the Police Captain, the purpose of this position is to investigate crimes and criminal or suspected criminal activity, identify and apprehend criminals, and prepare cases for criminal prosecution.

The position requires working 16 to 24 hours per week or two (2) or three (3) weekly shifts. It also requires working weekends, holidays, and overnight hours as needed for major crime scenes.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position. Duties, responsibilities, and activities may change at any time, with or without notice.

ESSENTIAL JOB FUNCTION:

- Follow up with in-depth investigations; makes arrest in any situation required
- The majority of time is spent on paperwork to document information or cases.
- Conduct searches.
- Appear in court.
- Prepares and executes search and/or arrest warrants. Makes arrests as necessary.
- Make personal contact with witnesses/victims
- Collects and identifies evidence and documents.
- Presents cases to the Tarrant County District Attorney's Office
- Conduct surveillance activities.
- Perform related duties and fulfill responsibilities required.

QUALIFICATIONS:

- Advance certification from TCOLE
- Minimum of three (3) years of patrol experience
- Minimum of five (5) years of active Detective experience.
- Crime Scene experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Operation of all emergency equipment on police vehicles.
- Use of various types of restraints and weapons, including handcuffs, batons, and firearms.
- Use of communication equipment such as mobile radios, smartphones, iPads, etc.

- Advanced computer skills and working knowledge of Microsoft Office products.
- Ability to communicate, read, and write effectively in the English language.
- Basic mathematical skills such as adding, subtracting, multiplying, and dividing.
- Positive attitude while communicating effectively with the public, personnel, and other agencies to verify and obtain information as required.
- Clear verbal communication required
- Composure and decision-making skills in emergency situations are required.

MINIMUM REQUIREMENTS

- Must have and maintain a valid Texas Driver's License or be able to obtain.
- Must pass an extensive background.
- Successfully pass a drug screen
- Must **NOT** have been discharged from any military service under less than honorable conditions, specifically, under other than honorable conditions, bad conduct, dishonorable, or any other characterization of service indicating bad behavior.
- Must **NOT** violate any TCOLE rule or provision of Occupation Code, Chapter 1701

APPLICATION PROCESS

Qualified applicants are encouraged to apply on the Town's website:

<https://www.townofpantego.com/jobs>

Submit a complete and signed Town of Pantego employment application to 1614 S. Bowen Rd, Pantego, TX 76013. Or email Sandra Y. Overstreet, Director of Human Resources, soverstreet@townofpantego.com