



BEE COUNTY SHERIFF'S OFFICE

Sheriff Alden E. Southmayd III

1509 GALLOWAY DRIVE BEEVILLE, TEXAS 78102 (361) 362-3221 (361) 362-3227 (FAX)

Job Description: SGT. INVESTIGATOR

CLASS NO.
PAY GROUP:

EEOC CATEGORY:
FSLA:

SUMMARY OF POSITION

Conducts criminal investigations and prepares criminal cases for court, protects county residents and property, and enforces local, state, and federal laws.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Investigations Division Lieutenant,
2. Directs: Subordinates.
3. Other: Works closely with other departmental personnel, other law enforcement agencies, criminals, and victims of crime, and has contact with the general public.

EXAMPLES OF WORK

Essential Duties*

Conducts investigations of murders, burglaries, assaults, thefts, forgeries, and other criminal offenses including narcotics investigations;

Interviews complainants, witnesses, and suspects, obtains statements and depositions, and writes investigation reports;

Gathers and labels evidence and takes photographs and fingerprints for court case preparation;

Maintain evidence through chain of custody;

Processes evidence and places it in evidence room;

Maintains evidence room;

Provides and transports evidence to court;

Maintains adequate records in preparation of cases for presentation to the court or to the grand jury;

Executes arrest warrants for felonies and misdemeanors;

Assists in the preparation and execution of search warrants;

Chases and apprehends suspects;

Testifies in court and to grand jury;

Works with other law enforcement agencies, sharing information as needed and assisting them in clearing cases

Prepares and files accurate reports;

Maintains on-call availability for crime investigation; and

Conducts and assists in narcotics raids.

Other important duties*

May address and work with community groups to inform citizens of Sheriff's Office activities and crime prevention; and

Performs such other related duties as may be assigned.

All Bee County Sheriff's Office employees shall be available by telephone, at all times. Sheriff's Office personnel are subject to recall, at any time, twenty four hours a day, at the discretion of the Sheriff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: law enforcement administration; criminal and civil law; investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

Skill/Ability to: safely use vehicles, firearms, and specialized equipment; operate a keyboard to prepare records and reports; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's Office, other county employees, and the general public; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and a good driving record. Be able to lift and carry equipment weighing up to 35 pounds, unassisted, as required.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or it's equivalent, and at least eight years of experience as a law enforcement officer in the State of Texas;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Experience and training requirements can be waived at any time at the discretion of the Sheriff.

CERTIFICATES AND LICENSES REQUIRED

Intermediate Certificate by the Texas Commission on Law Enforcement and appropriate Texas driver's license.
Other TCOLE certifications preferred.