

Job Description: CID INVESTIGATOR

Class No. 609
Position No. 560-2500
Pay Group:

Department: Sheriff's Office
EEOC Category: Protective Services
FLSA: Non-Exempt

SUMMARY OF POSITION

Conducts criminal investigations and prepares criminal cases for court to protect county residents and property, and to enforce local, state, and federal laws. Duties include gathering, analyzing, and documenting facts and data necessary for pursuing criminal cases in court.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Lieutenant of CID and/or Sergeant of CID. This is a non-supervisory position that works closely with other law enforcement agencies, criminals and victims of crime, and has contact with the general public.

EXAMPLES OF WORK

Essential Duties*

Conducts investigations involving people crimes, property crimes, narcotics, Internet Crimes Against Children and other criminal offenses;

Interview complainants and witnesses, and obtain statements and depositions;

Gather and label evidence and take photographs and fingerprints for court case preparation;

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

Testify in court;

Prepare and file necessary investigation reports;

Pursue and apprehend suspects;

Work with other law enforcement agencies sharing information as needed and assisting them in clearing cases;

Conduct and assist in narcotic raids;

May work in an Undercover role;

May establish, utilize and manage Confidential Informants;

Patrol to prevent crimes and enforce laws and regulations;

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

File charges before appropriate judge, arrests suspects, and takes suspects before judge for arraignment and setting of bond;

Guard and transport prisoners.

Other Important Duties*

May perform duties required/assigned by other agencies while assigned to a Task Force

Performs such other related duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 75 pounds. Work is conducted inside or outside, depending on work assignment, with occasional exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas, and unfavorable fumes and odors.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: federal, state, and local laws; use and care of vehicles, firearms, and specialized equipment; and county geography.

Ability to: apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; operate a computer; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certificates, applicable Texas driver's license, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from High School or a General Education Development (GED) certificate is required plus at least five (5) years of experience as a law enforcement officer, preferably in the State of Texas;

CERTIFICATES AND LICENSES REQUIRED

Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education is required. A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

JOB DESCRIPTION FOR POSITION: 609-CID Investigator

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.