

**TEXAS BOARD OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVESTIGATOR IV -
Office of the Inspector General

SALARY GROUP: C04

DEPARTMENT: Office of the Inspector General

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cris W. Love, Sr. DATE: 12/13/2021

POSITION #: 017111

I. JOB SUMMARY

Performs complex investigative enforcement work. Work involves conducting investigations; and providing guidance to others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Serves as a Commissioned Peace Officer in the Investigations Division of the Office of the Inspector General (OIG) for the Texas Department of Criminal Justice (TDCJ).
- B. Coordinates and conducts administrative investigations and enforces regulations; evaluates allegations of serious employee misconduct to include allegations of excessive and unnecessary use of force, harassment, and retaliation against offenders; identifies investigative issues; recognizes administrative violations; initiates cases; and collects and evaluates evidence to formulate defensible investigative conclusions.
- C. Investigates criminal offenses occurring on TDCJ property or involving TDCJ interests; enforces criminal law; obtains and executes warrants; maintains liaison and assists outside law enforcement agencies; responds to crises and dangerous situations; makes arrests; conducts undercover investigations; pursues escapees and fugitives; provides special security; testifies in courts, before grand juries, and other official proceedings; and investigates allegations of waste, fraud, and abuse.
- D. Manages investigative caseloads; prepares reports of investigations and criminal cases for prosecution; maintains records of investigative cases, evidence, and property; and participates in joint homeland security initiatives with other governmental law enforcement agencies.
- E. Organizes, assigns, and reviews the work of other investigators; and performs specialized duties to include fugitive task force operations, polygraph examinations, undercover and proactive investigative operations, field training responsibilities, instruction of firearms, and Texas Commission on Law Enforcement (TCOLE) mandatory in-service training.
- F. Performs law enforcement duties to include pursuit of offenders and criminals by foot and car; and assists in the restraint of offenders and criminals by using proven physical abilities of cardiovascular endurance, anaerobic power, muscular strength and endurance, explosive leg power, and agility.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice preferred.

Law enforcement or correctional custody experience in a state, county, or federal correctional system preferred

or

Semester hours from a college or university accredited by an organization recognized by the CHEA or by the USDE may be substituted with prior law enforcement or military experience in a municipal, county, state, or federal system, based on the following ratios:

Semester Hours	Law Enforcement or Military Experience
00-15	48 months or more
16-30	42 months or more
31-45	36 months or more
46-60	30 months or more
61-75	24 months or more
76-90	18 months or more
91+	12 months or more

or

Four years full-time, wage-earning experience as a TDCJ supervisor of correctional officers.

2. Four years full-time, wage-earning major crimes investigative experience as a peace officer.
3. Valid Class C Driver license.
4. Currently holds an active TCOLE Peace Officer license or meets the minimum standards for the initial Peace Officer licensure set forth in TCOLE Rule 217.1 inclusive of having passed the TCOLE Peace Officer licensing examination within two years of the commission's receipt of license applications. Applicants must meet all the current TCOLE requirements.

Applicants must pass the OIG Physical Performance Standards test in order to continue in the selection process.

Employees must annually pass the OIG Physical Performance Standards test or OIG Job Simulation test for continued employment.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/oig-prp.html>

Must maintain valid license(s) for continued employment in position.

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B. Knowledge and Skills

1. Knowledge of the criminal justice system functions and operations.
2. Knowledge of investigative practices and techniques.
3. Knowledge of federal and state statutory and procedural law to include the Texas Penal Code and the Code of Criminal Procedures; and current case law that impacts the functions of the Investigations Division, legal and procedural rules of evidence, and the laws of arrest, search, and seizure.
4. Knowledge of applicable state and federal laws, rules, regulations, statutes, and court orders.
5. Knowledge of methods and procedures for defusing and managing volatile situations and violent and hostile offenders.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in administrative problem-solving techniques.
10. Skill in public address.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to develop and manage confidential informants.
13. Skill to interpret and apply laws and regulations to complex investigative and enforcement situations.
14. Skill to analyze and evaluate large amounts of facts and evidence to formulate defensible investigative conclusions.
15. Skill to exercise legal authority, effect arrests, exercise reasonable force, and use firearms.
16. Skill to secure and process crime scenes and to collect and preserve physical evidence.
17. Skill to manage and contain hostile, volatile, and dangerous situations and to make difficult decisions and direct operations under stressful and dangerous circumstances.

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18. Skill to prepare comprehensive and detailed reports of investigations and to prepare criminal cases for prosecution.
19. Skill to plan, coordinate, and manage extensive investigations involving diverse resources and multiple investigative initiatives.
20. Skill to manage investigative caseloads and other diverse responsibilities.
21. Skill to provide testimony in court and official proceedings.
22. Skill to administer polygraph tests.
23. Skill to provide guidance to other investigators.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 100 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, and use firearms.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, working with hands in water, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, radio, radio transmitter and receiver, UV-light, handgun, shotgun, rifle, surveillance equipment, mechanical and computerized polygraph equipment, dolly, and automobile.