

Office of the Sheriff

McMullen County
SHERIFF EMMETT SHELTON



Duty

Honor

Job Description

Unit No: 213 or assigned Unit number

Job Title: Investigator

Department: Sheriff's Office

Reports To: Sheriff /Chief Deputy

Approved Date: March 1, 2022

SUMMARY

Under direct supervision of the Sheriff and/or Chief Deputy; Conducts surveillance on traffic and on suspected criminal activity through the use of current technologies (LPR, Game Cameras, Pole Cameras, Drones) coordinates and/or disseminates this information in a timely manner to cooperating Agencies as well as MCSO personnel. Also the responsibility of up keep, maintenance, and positioning of these technologies. If information gathered leads to an arrest, it may become this Deputy's responsibility to perform an extensive in-depth criminal investigation; processing a crime scene, interviewing witnesses, victims, and suspects, and make arrests as necessary; conduct inquiries through internet based data collection sources relative to ongoing investigations, prepare and file case files with courts of proper jurisdiction; communicate with the public regarding ongoing investigations in coordination with the Sheriff and the Chief Deputy; prepare reports documenting shift activities and interactions with local, state, and federal law enforcement agencies. In the absence of a full contingent of patrol Deputies, it may be required to perform routine police patrol and traffic patrol duties; communicate with the public regarding service calls, complaints, and requests for other information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Percentages are approximate and may vary.* Other duties may be assigned.

General: 100%

- Maintains a positive attitude in dealing with co-workers and citizens; and
- May be required to work hours other than 8-5, weekends and Holidays.
- Performs responsibilities with a focus on high quality customer service and in accordance with McMullen County General Orders and Written Directives.

Law Enforcement Investigation: 85%

- Performs extensive and in-depth criminal investigations;
- Performs extensive and in-depth follow-up investigations;

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- Interviews witnesses, victims, and suspects and makes reports and arrests as necessary;
- Prepares case files for submittal to DAs and CAs Offices
- Maintains a working knowledge of all Criminal Cases and is prepared to testify in Court, at Trials or before a Grand Jury
- Conducts extensive surveillance and intelligence gathering in the MCSO area of Operations, which may include areas outside the boundaries of McMullen County
- Interacts with local, state, and federal investigators and intel officers as necessary;
- Attends all courts as scheduled or requested and gives testimony as needed; and
- Performs routine patrols in high criminal traffic areas to ascertain what technology is needed for surveillance and intelligence gathering
- Prepare Command Staff Briefs for ongoing cases
- Uses and maintains law enforcement equipment and technology in a correct and safe manner.

Law Enforcement Patrol: 10%

- Performs routine police patrol duties, including responding to various disturbances, enforcing state mandated laws and County ordinances, and issuing citations;
- Handles various police situations;
- Communicates with the public regarding service calls, complaints, and requests for other information;
- Interacts with local, state, and federal law enforcement agencies; and
- Performs other patrol related duties as assigned.

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- Assist the evidence room custodian and maintains inventory in evidence lockers.

Community Interaction: 5%

- Participates in and aids the Sheriff's Office at various community and County meetings as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

This can be a temporary supervisory position upon designation as such by the Sheriff, Chief Deputy, or Patrol Sergeant; the employee may also act as a team leader and supervise Deputies Full/ Part time and volunteers when directed by the Sheriff, Chief Deputy or Patrol Sergeant.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduation or its equivalent, plus ten or more years of service as a patrol Deputy or Law Enforcement investigator, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

KNOWLEDGE OF

Police administration; crime prevention methods; identification procedures; Current technology of the MCSO, standard office practices and procedures; computers; department policies and procedures; interview and investigative techniques; crime scene processing; evidence handling procedures; and case preparation and management .

SKILL/ABILITY TO

Perform extensive and in-depth surveillance and intelligence gathering, investigations; conduct, interpret, and document in-depth analysis of intel, interviews with suspects, witnesses, and victims; read manuals and interpret policies and procedures; write letters,

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memos, and instructions; reason; communicate effectively and timely, both orally and in writing (whether on paper or digitally); and maintain effective working relationships with County officials, co-workers, and the general public. Ability to speak and read Spanish is not a requirement, but would be highly valued. The ability to learn and adapt quickly.

CERTIFICATES, LICENSES, REGISTRATIONS

Advanced or Master Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE); and a valid Texas Driver's License without any restrictions other than "A."

PHYSICAL DEMANDS

The physical demands 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 job, the employee is regularly required to walk; climb stairs; sit; use hands to handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee is frequently required to stand and walk up to or in excess of one mile. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as books, stacks of records, Marijuana bales, and must occasionally lift and/or move objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus. The employee must be able to move from one location to another within the County and must occasionally travel outside the County. This position required physical stamina and mental alertness under routine and high stress situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies significantly from one situation to the next. The work environment includes assignments to work in all weather conditions, both inside and outside, and in light or dark conditions. The employee may occasionally be called upon

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to perform acts of intense physical exertion during emergency situations. The employee is constantly required to perform multiple tasks simultaneously and must frequently work under time pressure to meet deadlines, work an irregular schedule, work closely with others as part of a team, and perform tedious exacting work.

Upon my signature I, _____, acknowledge I have received, read and understand the job description and duties required thereof for the position of McMullen County Sheriff's Office Investigator.

Employee Signature

Date