

Job Title: Investigator VI

Brief Job Description:

The Sergeant/Investigator VI of the State Centers Investigations Team (SCIT) is selected by and reports to a Captain/Manager of the SCIT, Office of Inspector General. The position performs complex criminal investigations involving allegations of abuse, neglect, and exploitation of residents in state supported living centers and patients in state hospitals, and any other criminal allegations occurring at the state supported living centers and state hospitals. Investigations are conducted under the general direction of a Lieutenant/Team Lead and managed through the SCIT Captain/ Manager/and Director. Investigations are done independently and require skills in evaluating, planning, and organizing, as well as quickly learning about the program areas managed by HHS agencies. Special investigations are conducted under executive order of the Governor.

Investigations involve interviewing and taking statements; gathering and analyzing records; coordinating with other internal and external departments; may require the investigator to serve as lead on joint investigations; conducting surveillance and other covert investigations; preparing investigative reports; and, testifying in judicial proceedings and/or administrative hearings. Investigations may result in referrals to management for consideration of adverse personnel actions or other executive level responses, referrals to prosecuting authorities, and referrals to outside entities at the local, state, and federal levels. 50% Travel is required, and this is a commissioned peace officer position.

Essential Job Functions (EJFs):

EJF 1. Conducts investigations and examinations of alleged violations of laws, rules, and regulations. Identifies, contacts, and interviews potential suspect, witnesses, and complainants. Collects data and conducts field studies. Assists in performing undercover or surveillance work regarding suspected violators. (40%)

EJF 2. Evaluates, summarizes, and documents investigative findings. Prepares records, correspondence, and reports. Interacts and exchanges information with various state, local, or federal law enforcement organizations. (30%)

EJF 3. Examines, investigates, and analyzes the business activities of entities to ensure compliance with statutory standards and regulations. May review samples of completed investigations to ensure the consistent and correct application of policy, and monitors the quality and quantity of investigations conducted. (20%)

EJF 4. Assists in preparing cases for presentations at hearings or in court. Testifies and presents evidence in formal hearings or court proceedings. (10%)

Knowledge, Skills and Abilities (KSAs):

Knowledge of:

Investigative principles, techniques, and procedures

Local, state, and federal laws and regulations

Operational understanding of court procedures, practices, rules of evidence, Texas Code of Criminal Procedure and Texas Penal Code

Skill in:

Communicating effectively both orally and in writing

Consistently producing thorough and complete investigations

Basic computer programs: Windows, MS Word, Excel and PowerPoint

Verbal communication

Operation of technical equipment, detection devices.

Ability to:

Plan, organize, and conduct investigations

Interpret and apply laws and regulations

Conduct interviews and gather facts

Evaluate findings

Prepare concise reports

Testify in hearings and court proceedings

Search databases and report applicable results

Work with and maintain confidential records, files, and information

Supervise the work of others

Registrations, Licensure Requirements or Certifications:

Applicant must possess a valid Texas Driver License by employment start date.

Evidence of licensure as a peace officer in Texas, or the ability to be licensed as a peace officer by Texas Commission on Law Enforcement (TCOLE) by employment start date (Copy of license or proof of passing TCOLE examination required at time of interview).

Ability to obtain TLETS certification required.

Ability to demonstrate firearms proficiency and qualify under current TCOLE rules and regulations required.

Initial Screening Criteria:

Graduation from an accredited four-year college or university in a related field preferred.

Ten (10) years prior experience as a commissioned Peace Officer /Investigator. OR, Six (6) years prior experience as a commissioned Peace Officer/Investigator plus a four (4) year degree. Experience and education may be substituted for one another.

Law Enforcement/Investigations experience required.

Application must indicate willingness to travel up to 50%.

Additional Information:

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

The posted salary range reflects the minimum and maximum allowable by state law. Any employment offer is contingent upon available budgeted funds. The offered salary will be determined in accordance with budgetary limits and the requirements of HHSC Human Resources Manual Chapter 7.