

**Job Description: INVESTIGATOR LIEUTENANT**  
**(SHERIFF DEPARTMENT)**

**CLASS NO.** 1803

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 20

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Conducts investigations for felonies and misdemeanors and prepares cases for court; verifies information in patrol deputies reports; gathers evidence from the crime scene; interviews witnesses and collects statements from suspects; and assists with filing charges against suspects.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Chief Deputy
2. Directs: Investigators
3. Other: Has frequent contact with other departmental employees; federal, state, and local law enforcement agencies; local officials; criminals; crime victims; and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Assists in supervising investigators and patrol sergeants;

Conducts investigations and collects information on misdemeanor and felony crimes including homicides, burglaries, thefts, criminal mischief, etc.

Verifies reports written by patrol deputies;

Interview witnesses and suspects, obtains statements and depositions, and writes investigation reports.

Recovers evidence at the crime scene, gathers, labels, and processes evidence, transports evidence to crime lab and medical examiner's offices, and collects information needed to file charges;

Prepare employee work schedules and assigns tasks to Investigators;

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

Executes arrest warrants for felonies and misdemeanors;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

## **CLASS NO. 1803 (Continued)**

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

Testifies in court;

Prepares and files accurate reports;

Maintains on-call availability from crime investigation.

### Other Important Duties\*

Performs such other related duties as may be assigned.

## **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 computer and/or typewriter to prepare records and reports; apply criminal investigate techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the District and County Attorney's offices, other county employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduate, or its equivalent, plus at least four years of experience as a patrol officer;

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

## **CERTIFICATES AND LICENSES REQUIRED**

Intermediate Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas driver's license or available alternate means of transportation.