



Job Title: Police Investigator

Wage/Hour Status: Non-Exempt

Reports To: Police Sergeant

Pay Grade: Police Salary Schedule

Dept. /School: District Wide

Date Revised: 05/08/2017

Primary Purpose:

Investigates criminal and administrative cases and is responsible for responding to the scenes of crimes, conducting preliminary and follow-up investigations, preparing the required investigative reports, apprehending suspects, preparing cases for successful prosecution, and testifying in court. Enforces all laws including municipal ordinances, county ordinances and state laws. Work independently.

Qualifications:

Education/Certification:

High school diploma or GED

Texas Police Officer license with an Intermediate Certificate issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)

Valid Texas driver's license

Special Knowledge/Skills:

General knowledge of criminal investigation, police report writing, criminal law, and computer skills

Training in subduing offenders, including use of firearms and handcuffs

Ability to pass required physical, psychiatric, and drug tests

Strong communication, public relations and interpersonal skills

Ability to work well with youth and adults

Experience:

Any combination of training, education, or experience which demonstrates the potential to perform the duties of the position, including two (2) years of responsible work in a public law enforcement agency. Desirable qualifications are experience in general criminal investigations from a law enforcement agency of similar size and policing issues as the MISD Police Department.

Major Responsibilities and Duties:

Law Enforcement:

1. Write complete and detailed investigation of cases assigned.
2. Collects and preserves evidence at crime scenes, lifts latent fingerprints, takes photographs.
3. Interviews victims, complainants and witnesses, interrogates suspects, makes arrests as necessary, testifies and presents evidence in court.
4. Writes search warrants, serves warrants and subpoenas. Knows laws and procedures required for processing warrants.
5. Files criminal complaints with the appropriate prosecuting attorney. Performs other work related to the processing of misdemeanor and felony complaints. Ensures that the elements of the crimes are present in the reports prior to filing.
6. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and in the investigation of offenses.

7. Prepares reports of arrests made, cases investigated, and unusual incidents observed.
8. Stops drivers who are operating vehicles in violation of laws, warns drivers against unlawful practices and issues citations and makes arrests as necessary.
9. Maintains contact with victims regarding the status of their cases.
10. Maintains contact with citizens and MISD staff members regarding potential law enforcement problems and preserves good relationships with the general public.
11. Observes accurately and remembers faces, numbers, incidents, and places.
12. Maintaining evidence chain of custody, logging in of evidence to property room and assisting District Attorney's Office with evidence requests. Processes and transports evidence to the appropriate crime lab. Liaison with District Attorney's Office and Courts.
13. On call as directed by supervisor, and responds to crime scenes when on call during weekends and nights. May be required to cover another officer's shift as needed.

Consultation:

14. Work cooperatively with other police agencies to share information and provide other assistance.
15. Work cooperatively with MISD Administrators to provide assistance.

Safety:

16. Assist in providing traffic control at athletic events, school closings or openings, or at any other time.
17. Provide protection or escort district personnel as needed.
18. Operate all equipment including firearms according to established safety procedures.

Administration:

19. Other duties as assigned.

Supervisory Responsibilities:

Supervise police officers and civilian staff during times of a sergeant's absence. Oversee police officer reports and case filings to ensure reports are complete and acceptable by the appropriate District Attorney's Office.

Equipment Used:

District Vehicles, firearms, handcuffs, alarm systems, security equipment, personal computer, printer, calculator, copier, fax machine, all crime scene tools and equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of the district at odd hours; on call 24 hours a day.

Note: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.