

EXHIBIT C

Investigator

Class Code:
L1073

Bargaining Unit: General Service Unit

DENTON COUNTY
Revision Date: Oct 1, 2018

SALARY RANGE

\$25.37 - \$38.05 Hourly
\$2,029.54 - \$3,044.23 Biweekly
\$52,768.00 - \$79,150.00 Annually

GENERAL STATEMENT OF JOB:

The Investigator performs investigative law enforcement work for a department of assignment. Work involves investigating crimes and complaints, securing evidence, and apprehending and preparing prosecution of criminal offenders. Employee is responsible for investigating various misdemeanor and felony offenses such as robbery, assault, larceny, homicide, arson, fraud, forgery, rape, and crimes against children. Employee is subject to the usual hazards of investigative and general law enforcement work.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Common Duties:

Performs a variety of investigative work; collecting evidence, conducting interviews and following up on leads.

Maintains investigative files.

Attends court and presents evidence and testimony as necessary.

Regular and punctual attendance is required.

Criminal District Attorney

Reviews misdemeanor cases, making sure all the elements are met and the information is made available to the prosecutors; provides input to prosecuting attorneys regarding merits, strengths, and weaknesses of criminal cases.

Prepares witnesses, law enforcement and civilian, for testimony; ensuring that all are aware of proper testimony procedures.

Assists in specialized investigations as directed.

Conducts oral and written interviews of suspects, complainants, prisoners, and other witnesses; interviews witnesses and reporting police officers regarding involvement in

criminal cases prior to trial.

Testifies in criminal cases before juries and judges.

Obtains and serves search and arrest warrants, and performs searches; assists in making arrests.

Maintains communication with informers and surveillance over known agitators and other suspected law violators, and prepares reports for law enforcement agencies of known or suspected criminal activity, as appropriate.

Review felony intoxication cases; makes recommendations into actions to be taken; maintains files as necessary.

FV Expansion Grant

Locates witnesses and victims; reviews all cases and ensures that all evidence and witnesses are in report.

Orders evidence as needed; contacts all officers and interviews or follows up with regarding case work.

Sets up necessary equipment to examine evidence; burn copies and print pictures for lawyers.

Prepares and serves subpoenas for the parties, medical records, and documents.

Provides security for attorneys and witnesses; makes arrests as necessary.

Answers or responds to inquiries related to investigations or cases as necessary.

School Resource Officer

Investigates, arrests, and files cases for offenses committed on school property or within Denton County.

Ensures the safety and security of school campuses; responds to emergencies as necessary.

Sheriff CID

Investigates crimes committed in the County.

Examines scene of crime to determine exact nature of law violations.

Searches for clues and makes preliminary interrogations of suspects; gathers and labels evidence found.

Interviews complainants, suspects, witnesses and other persons who may have information related to crimes or suspected criminal activity.

Interviews and interrogates suspects and assists in administering polygraph tests to suspects and victims.

Maintains communications with informers and surveillance over suspected law violators, and participates in the surveillance of suspected law violators.

Assembles and organizes statements and evidence for presentation in court and before grand jury.

Sheriff Mental Health

Performs law enforcement work to provide mental health assessments for all Denton County citizens requiring Mental Health and Mental Retardation emergency screens and transportation to appropriate mental health facility mandated by law.

Conducts mental health emergency screenings.

Transports emergency detained patients to authorized mental health facility.

Prepares case for Probable Cause hearing within 24 hours of emergency commitment. Assists District Attorney with evidence needed to present court case.

Works with Probate Court clerk in signing and preparing court documents.

Monitors patient in holding facility at Denton County Courthouse who are awaiting probable cause or temporary hearings.

Transports patient from court to Wichita Falls on court ordered commitment.

Coordinates with county jail and court personnel for transportation of the criminally charged to and from facilities.

Consults with families of patients on procedures involved with the commitment process.

K-9 Handler

Cares for and maintains police K-9 in compliance with customs, practices, policies, and law pertaining to the utilization of a K-9 in a law enforcement role.

Trains K-9 and documents K-9 training, and provides court room testimony as a result of K-9 assisted investigations.

Provides an environment for the K-9 that places a priority on the health and safety of the K-9 and the community at large.

Professional Standards Unit

Conducts comprehensive Internal Affairs investigations on employees of the Sheriff's Office.

Prepares and presents extensive detailed internal written narrative investigations to administration and legal counsel for disposition and appropriate action in accordance with Civil Service Rules.

Screens and evaluates candidate viability based on initial submitted documents. Conducts Investigative Interviews to establish candidates work history, professional aptitude, and state and/or agency disqualifiers.

Researches and reviews compiled resource information to corroborate and substantiate candidates' background investigation. Prepares detailed narrative referencing applicant employment suitability, credentialing, and integrity based on the investigation.

Nonessential Duties and Responsibilities

Performs other related duties as required.

EDUCATION, EXPERIENCE, AND LICENSES:

Must be a U.S. citizen.

Certification as a Peace Officer in the State of Texas required. Depending on area of assignment, other certifications and licenses may be required.

Possession of a valid driver's license. Must be able to obtain a State of Texas driver's license within 90 days.

Must be able to pass a State Criminal History background check.

Sheriff

High School Diploma or GED and minimum three years of patrol experience; or an equivalent combination of patrol experience, education and related experience required.

Completion of some college level course work preferred.

If assigned to the K-9 unit, the handler must reside in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates).

District Attorney

Associate's Degree, and must have a minimum of three years of experience in criminal investigations; or an equivalent combination of education and related

Master Peace Officer certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires the ability to perform under stress and when confronted with persons acting under stress, and in emergency situations.
- Requires considerable knowledge of modern criminal investigative practices and procedures.
- Requires general knowledge of federal, state and local laws relative to criminal investigations.
- Requires general knowledge of the locations of streets, roads and highways and the geography and socioeconomic characteristics of the County.
- Requires general knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Requires skills in the use of firearms and other law enforcement equipment.
- Requires the ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

- Requires the ability to make observations and remember names, faces, and various details.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry.
- Requires the ability to use computers for word processing and/or accounting purposes.
- Requires the ability to be accountable for inventory/property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to manage the budget within assigned unit/division.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Must be physically able to operate a variety of machinery and equipment. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Position requires the ability to lift more than 60 pounds. Work may involve walking, standing, running and physical confrontation. Must have minimal levels of eye, hand, and foot coordination. Position requires the ability to see, smell, hear, taste, and speak as well as color, texture, and depth perception.

NOTICE:

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER:

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.