



Trinity Valley Community College

Job Description

Campus Police Investigator

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Under direction of the Director of Campus Police and Public Safety, plans, directs, supervises, assigns, reviews, and participates in the work of enforcement staff involved in traffic and field patrol, crime prevention, community relations, investigations, and related services and activities. Oversees and participates in all work activities; assumes responsibility for assigned special programs, projects, or department-wide functions or activities; performs a variety of administrative and technical tasks relative to assigned area of responsibility.

REPORTS TO:

Director of Campus Police and Public Safety

SUPERVISES:

On-duty Officers

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED, successful completion of a

EXPERIENCE REQUIRED:

All responsibilities and duties of a sworn police officer

PREFERRED:

Two (2) years' experience in a law enforcement position

OTHER LICENSES OR CERTIFICATIONS:

Current State of Texas peace officer license in good standing, TCOLE approved Basic Peace Officer Course, and has passed the TCOLE exam for peace officers.

KNOWLEDGE AND SKILLS REQUIRED:

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|----------------------------------------------------|--------------------------------------|
| • Typing/Data Entry | • Public Speaking/Presenting |
| • Computer software proficiency – Microsoft Office | • Basic Math |
| • Operating equipment – office or otherwise | • Leadership/ Management |
| • Written and oral communication | • Federal Regulations and Directives |
| • Interpersonal and/or customer service skills | • Operational Systems and procedures |
| | • Compliance Law |
| | • Administrative practices |

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

RESPONSIBILITIES:

- Review incident reports, required forms, summons, records, and related documents prepared by officers to ensure accuracy, assist officers in making corrections.
- Participate in the background investigation of new personnel.
- Prepare and process a variety of written reports and records pertaining to assigned activities, including daily activity reports.

All TVCC positions are security sensitive and require a criminal background check.



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- Respond to major crimes, accident scenes, and emergencies; assume initial command; may act as incident commander until such time as a higher-ranking person assumes command.
- Assist with internal investigations and investigations of citizen complaints as directed by the Director of Campus Police and Public Safety.
- Participate in all normal shift activities as necessary including enforcing local and state laws; issue citations and make arrests.
- Work prolonged and irregular hours, including weekends, evenings, nights, and holidays; work any patrol shift to ensure proper police coverage is maintained due to shortage of staff, participate in providing security detail for college sanctioned functions such as but not limited to graduations and athletic events, participate in the "on call" program during any dates the college is closed..
- Seek additional information from complainants, witnesses, neighbors, informants, officers and Department employees.
- Contact victim(s) and witness (s) to obtain information not uncovered during the preliminary investigation.
- Conduct interviews and interrogations.
- Solicit assistance and/or information from other Units within the Department and/or outside law enforcement agencies.
- Collect physical evidence.
- Determine the involvement of suspects in other crimes.
- Prepare criminal cases for court presentation.
- Maintain property and evidence safes and lockers.
- Oversee the destruction and return of evidence after no longer needed for criminal procedures
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-----------------------------|---------------------------------|
| • Standard office equipment | • Safety Equipment |
| • Multi-line phone system | • Fire Extinguisher |
| • Copier | • Video Monitoring equipment |
| • Fax machine | • Radio Communication Equipment |
| • Seat Belts | • Cellular Phone |
| • Shoulder Harnesses | |

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Finger dexterity, Grasping Feeling, Talking Hearing, Repetitive Motions, Sedentary, Computer Work, Light Work,
- Subject to: Crawling, Medium Work
- May need: Heavy Work
- Occasionally need to: Very Heavy Work

MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Atmospheric Conditions: Less than 25% of the time
- Hazardous Materials: Less than 25% of the time
- Extreme Temperatures: 25-50% of the time.
- Inadequate Light: More than 50% of the time
- Work Space Restricts Movement: Less than 25% of the time
- Intense Noise: Less than 25% of the time
- Travel: 25-50% of the time

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- Environmental: Less than 25% of the time
- Emotional control under stress: 25-50% of the time
- Frequent interruptions: more than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Public Safety-Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Non-Exempt	TVCC Job Code:	1595
DBM:	B	Travel Required:	25-50% of the time
IPDEDS/SOC CODE:	33-3051	Employment Status:	Full-Time
Salary Range:	190	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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