

CAMPUS POLICE INVESTIGATOR

GENERAL STATEMENT:

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

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED, successful completion of a TCOLE approved Basic Peace Officer Course, and has passed the TCOLE exam for peace officers.

LICENSE OR CERTIFICATION:

Current State of Texas peace officer license in good standing.

EXPERIENCE:

Prefer two (2) years' experience in a law enforcement position.

OTHER:

Knowledge of the Texas Penal Code, Texas Code of Criminal Procedures, Texas Family Code, Texas Education Code, Texas Occupations Code, and Texas Motor Vehicle Code, operations, services and activities of Trinity Valley Community College Police Department, and the Trinity Valley Community College, functions and objectives of the police department and other local, state, federal agencies. Principals, methods, and techniques used in investigating crimes. Rules of evidence pertaining to search, seizure, and preservation of evidence. Expected to be familiar with and follow all responsibilities and duties of a sworn police officer.

DUTIES AND 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.
- 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.

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- 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.

PHYSICAL REQUIREMENTS:

- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Occasional lifting of objects up to 50 pounds.
- Required to physically restrain persons.
- Subject to extended periods of intense concentration in review of crime scenes, investigations.
- Subject to physical harm such as weapons and physical attacks.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and running.
- Occasional exposure to inclement weather and varying temperatures.
- May be required to work irregular hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 09/10/2017

Revised: 05/07/2018

JD595