

POSITION REQUIREMENTS:

Individuals seeking employment with The Mills County Sheriff's Office as a sworn law enforcement deputy and Sergeant/Investigator must:

1. Be a United States citizen;
2. Be a resident of Mills County, Texas, or become a resident within ninety [90] days of employment;
3. Be at least twenty-one [21] years of age;
4. Possess a valid Texas Driver License;
5. Never have been convicted of a *felony*, or a *misdemeanor involving moral turpitude*;
6. Be free of misdemeanor convictions for the last twelve [12] months;
7. Have no previous or current charges of *driving while Intoxicated* or *driving under the Influence of drugs or alcohol*;
8. Be subject to a thorough background investigation and personal interviews by agency personnel;
9. If served in the armed forces of any country, demonstrate stability, reliability, and integrity, by having an Honorable Discharge [*Dishonorable or General* discharges are not acceptable];
10. Demonstrate reading and comprehension skills in the English language to at least the 12th grade level through interviews and written demonstration of proficiency;
11. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and/or drug testing;
12. Be free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
13. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
14. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a law enforcement officer with The Mills County Sheriff's Office until such time as the issue or condition is resolved to the satisfaction of the original professional;
15. Meet academic and physical requirements for completion of the law enforcement officers' course and certification, as required by the state, or have successfully completed the required peace officer academy training; &
16. Maintain a license as a law enforcement or peace officer as defined by the state statute, rules, and regulations.

GENERAL DUTIES:

Sworn law enforcement officers of The Mills County Sheriff's Office and Sergeant/Investigators are required to:

1. Provide general law enforcement services to those within the jurisdictional limits of the agency;
2. Preserve public peace;
3. Protect life;
4. Protect property;
5. Prevent crime;
6. Protect the constitutional rights of all persons encountered or arrested;
7. Formally advise all suspects of their rights as assured by U.S. Constitution, and upon request provide those rights accordingly;
8. Provide equal protection for all;
9. Use force sparingly and only when necessary to effect a lawful end;
10. Enforce the laws of the state and other applicable ordinances;
11. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
12. Protect persons and property that may come under your charge or custody;
13. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
14. Remain on duty and fully conscious until the expiration of the shift, and/or relieved by a supervisor;
15. Maintain a clean and professional appearance while on duty;
16. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
17. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups;
18. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
19. Attend and complete all required training and demonstrations of proficiency;
20. Conduct investigations regarding crimes detected, reported, alleged, and known;
21. Interview witnesses;
22. Interrogate suspects;
23. Establish and maintain liaison with local, county, state, federal agencies, and public officials; &
24. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of The Mills County Sheriff's Office.

SPECIFIC DUTIES:

In addition to the general duties required, Sergeant/Investigators will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Sheriff. The Sergeant/Investigator will:

1. Upon assuming duties each shift, review general orders, *post orders*, *directives*, and *policies* and *policies and procedures* for recent changes;
2. Respond to dispatch orders without unnecessary delay;

3. Open and close criminal investigation cases;
4. Investigate crimes or possible crimes as referred by residents, supervisory personnel, fellow officers, and other law enforcement agencies;
5. Investigate or report for follow-up crimes or possible crimes personally observed by the Sergeant/Investigator;
6. Research and study federal, state, and local statutes related to law enforcement issues, and current case law that impacts the investigative function;
7. Interpret and apply laws and regulations to complex investigative and enforcement situations;
8. Process crime scenes;
9. Detect, identify, tag, and collect various types of evidence;
10. Attend medical and autopsy examinations;
11. Conduct photographic and on-view line-ups;
12. Operate and conduct covert and overt surveillance;
13. Operate authorized undercover operations;
14. Analyze and evaluate large amounts of facts and evidence to formulate defensible investigative conclusions;
15. Recruit, and control confidential informants;
16. Develop and maintain skills, tactics, methods and procedures required of a professional criminal investigator;
17. Prepare, submit for judicial approval, and execute search and arrest warrants;
18. Conduct interviews of witnesses and potential witnesses;
19. Conduct interrogations of suspects;
20. Recover stolen, misplaced, or missing property;
21. If trained and proficient in the technique, conduct polygraph, voice stress analysis, or kinesics interviews;
22. Record, photograph, and video crime scenes, crimes in process, interviews, and interrogations;
23. Establish and maintain liaison with other agencies, including the juvenile and adult probation authorities;
24. Supervise and secure crime scenes, when applicable;
25. Prepare and document thorough, legible, accurate, and professional investigative techniques various types of reports;
26. Develop and manage *confidential informants*;
27. Maintain surveillance over persons and places involved in investigations;
28. Confer regularly with immediate supervisor concerning investigations and administrative matters;
29. Cooperate and support efforts of other investigators;
30. Confer and consult with Records and Crime Analyst regarding observations, and patterns of crime;
31. Present and brief District Attorney staff & other agencies on developed criminal cases;
32. Support District Attorney and other prosecutors in the development of criminal cases; &
33. Produce officer statements, and testimony at criminal or civil trials as directed.

34. Supervise and direct Patrol/Criminal Interdiction Deputies in their duties including but not limited to special assignments, report writing, patrol functions and tactics.
35. Direct Patrol/Criminal Interdiction Deputies in the follow up and completion of cases in a timely manner.

CHAIN OF COMMAND:

This position reports and is accountable to the Chief Deputy. Annual and supplemental job performance evaluations will be completed in writing and discussed with the Sergeant/Investigator performing these duties. During the review, the Sergeant/Investigator will sign the evaluation, and receive a copy of the evaluation. The Sergeant/Investigator may provide written comments as well.

EDUCATION AND EXPERIENCE:

1. Have a high school diploma or equivalent (GED);
2. Two [2] years of full-time experience as a law enforcement peace officer;
3. Prior investigative experience in another agency, military police, military or intelligence is preferred;
4. Successfully completed required Texas Law Enforcement Course;
5. Demonstrate keyboard skills of at least thirty-five [35] words per minute;
6. Demonstrate proficiency with:
 - a. MS Word® or WordPerfect®, &
 - b. MS Excel® Spreadsheet;
7. Completion of no less than twenty-five [25] hours of in-service training annually;
8. Completion of an *investigations course* of no less than forty [40] contact hours; &
9. In lieu of these qualifications, a combination of other training and experience may be considered.
10. Complete TCOLE required new supervisor's coursework.