



JOB DESCRIPTION Investigator

CLASS NO. 211

PAY GROUP: 21

FLSA: Non-Exempt

JOB CLASS: Protective Services

The City of Burnet Police Department is accepting both certified and non-certified applicants.
Please apply at: <https://www.cityofburnet.com/hr/page/available-positions>

Salary: \$68,406.83-\$82,772.27 Annually

****THIS POSITION IS ELIGIBLE FOR A HIRING INCENTIVE****
\$1000 PER YEAR OF SERVICE UP TO TEN YEARS.
1/2 OF HIRING INCENTIVE TOTAL IS PAID AT THE TIME OF HIRE
REMAINING HALF PAID AFTER SIX MONTHS OF EMPLOYMENT

JOB SUMMARY:

Under general supervision by the Police Captain, the Investigator's responsibility is to protect the City of Burnet's residents and property, to enforce laws and ordinances, to conduct follow up investigations to solve crime, identify suspects and recover property. Duties include, but are not limited to: conducting criminal investigations with the purpose of identifying suspects, recovering property and prosecuting criminals; preparing criminal cases for presentation to District Attorney or County Attorney; responding to major crimes and taking appropriate action, including conducting crime scene search, recovery and proper preservation of evidence; providing guidance and supervision over officers on the scene; conducting effective interviews of witnesses, suspects, and complainants to gather information; conducting follow up investigation on incidents as assigned by the Police Chief and Captain, and preparing search/arrest warrants. This position is responsible for the supervision of the Evidence Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs skilled investigative work involving alleged crimes against persons or property, in the office and the field under minimal supervision.
- Prepares, submits, and maintains reports of activities.
- Answers inquiries pertaining to policy or procedural information.
- Receives criminal complaints and makes general information reports.
- Obtains written or audio/video statements, witness accounts, or admissions.
- Questions or interrogates complainants, witnesses, and suspects.
- Apprehends suspects and makes arrests.
- Prepares and serves Search and or Arrest Warrants.
- Searches crime scenes to identify, recover and preserve evidence.
- Prepares, submits, and follow-up on crime laboratory requests.
- Gathers and labels evidence and takes photographs and fingerprints for court case preparation.
- Files charges in appropriate court, arrests suspects.
- Appears in court as required.
- Fosters good police-community relations among residents in the community, works with community groups to inform citizens of police department activity and crime prevention.
- Keeps activity records and creates reports relating to crimes, complaints, accidents, and investigations.
- Shares information, coordinates multi agency cooperation, and maintains a relationship with other law enforcement agencies as directed and appropriate.
- Provides training to officers as needed on criminal investigations, interview and interrogation or crime scene search.
- Understands and effectively applies statutory law, city and department policies and procedures, and basic principles of supervision.
- Always communicates effectively both written and orally.
- Demonstrates high ethical standards, trustworthiness, and personal integrity.
- Regular attendance, dependability, and promptness are required for the scheduled workday or agreed upon hours 100% of the time, to ensure consistency and completeness of department's processes.

- Must be able to work required special assignments or events in a uniform capacity.
- Serves as Patrol Officer as needed; responding to calls for services and enforcing state laws and City ordinances.
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local laws that apply to the department and specific duties of the position.
- Knowledge of the use and care of vehicles, firearms, and specialized equipment.
- Must have knowledge of statutory law, city and department policies and procedures, and basic principles of supervision.
- Ability to direct and motivate employees.
- Ability to understand and follow written and oral instructions, policies, rules, regulations, and laws.
- Ability to establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public.
- Ability to analyze situations and adopt a quick, effective, and reasonable course of action.
- Ability to maintain good physical condition.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform tasks effectively and efficiently.
- Ability to plan and schedule work and implement directives.
- Ability to present a professional appearance and conduct when representing the City.
- Ability to work cooperatively and productively with supervisor, subordinates, individuals, co-workers, and groups of persons at all levels of activity, contributing to a strong spirit of teamwork.
- Ability to establish and maintain effective working relationships with staff, other agencies and the public using tact, courtesy, and good judgment.
- Ability to promote inclusiveness and impartiality throughout the organization.
- Must have the ability to exercise an initiative in dealing with routine problems.
- Skill in solving complex problems.
- Skill in determining appropriate solutions and actions to be taken.
- Skill in using appropriate judgment in selecting a course of action.

MINIMUM QUALIFICATIONS:

- High school graduation or its equivalent.
 - Must be licensed as a Texas peace officer by the Texas Commission on Law Enforcement.
 - Intermediate certification by the Texas Commission on Law Enforcement Officer Standards and Education; with at least five years' experience as a law enforcement officer in Texas.
- OR**
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.
 - Prior Investigator experience is generally preferred.
 - Must possess and maintain a valid Class "C" Driver's License with an insurable driving record.
 - Must pass pre-employment checks/screenings including but not limited to: Motor Vehicle records, criminal history records, and employment verification.
 - Must be in good physical condition.

PHYSICAL DEMANDS:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The work also requires the ability to climb stairs and to work at varying heights. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and must have vision acuity to read and recognize objects at various distances. The employee must also use the physical force necessary to arrest and restrain persons. May be required to climb or crawl into confined spaces.

Job Description Acknowledgement

I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. It is also understood that the City of Burnet is an at-will employer and that I or the City may choose to end the employment relationship at any time for any reason in accordance with applicable laws.

I understand the City of Burnet provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

I understand and accept the position's requirements and essential duties as listed in this document.

Employee Name (Print)

Date

Employee Signature

Human Resources Signature

Date