



JOB TITLE:	Police Officer (Criminal Investigator)	STARTING SALARY:	DOQ
DEPARTMENT:	Department of Public Safety	OPEN UNTIL FILLED	
FLSA STATUS:	Non-exempt (non-Supervisor)	EFFECTIVE DATE:	May 24, 2021

Job Posting(Supplement): Police Officer/Criminal Investigator

Reports To: Chief of Police

Summary: This is in addition to all current Police Officer qualifications for the City of Oak Point.

Job Description

This position involves conducting criminal investigations with the purpose of identifying suspects, recovering property and prosecuting suspects; preparing criminal cases for presentation to District Attorney or referrals to the City Attorney; responding to major crimes and taking appropriate action; including conducting crime scene search, recovery and proper preservation of evidence, provide guidance to officers on the scene. Effectively interview witnesses, suspects and complainants to gather information. Conduct follow up investigation on incidents as assigned by the Police Chief. Prepare search/arrest warrants. This position is classified as non-exempt.

Job Responsibilities/Duties

Performs investigative work involving alleged crimes against persons or property under minimal supervision.

Prepares, submits, and maintains reports of activities.

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, prepares arrests warrants.

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 records of activities and makes reports concerning crimes, complaints, accidents, and investigations.

Share's information, coordinates multi agency cooperation maintains a relationship with other law enforcement agencies as directed and appropriate.

Performs such other duties as may be assigned.

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.

Performs such other duties as may be assigned.

ACCEPTABLE EXPERIENCE AND TRAINING

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 Investigative experience is preferred.

CERTIFICATES AND LICENSES REQUIRED

Intermediate certification by the Texas Commission on Law Enforcement Officer Standards and Education.

Must have a valid Class "C" Driver's License prior to employment (must obtain Texas Class "C" driver's license within 30 days of hire per state law).

Must pass a drug test, driver's license check, criminal history background check.

Must have good oral and written communication skills.

Must have the ability to exercise an initiative in dealing with routine problems.

Must have knowledge of statutory law, city and department policies and procedures.

Must be in good physical condition.

Skill in solving complex problems, in determining appropriate solutions and actions to be taken, and in using appropriate judgment in selecting a course of action.

Ability to establish and maintain effective working relationships with staff, other agencies and the public using tact, courtesy, and good judgment.

Physical Requirements

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.

Disclaimer

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.

EOE

Candidates must be able to pass a background investigation, firearms qualifications, and will be required to submit to physical and psychological testing. The City of Oak Point does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in employment or the provision of services.

How to apply: Applications may be obtained at

<https://www.oakpointtexas.com/DocumentCenter/View/285/Employment-Application-Police-and-Fire-Applicants-Only-PDF> and submitted to mail: Oak Point DPS, 100 Naylor Rd, Oak Point, TX 75068, Fax 972.294.1619, or email at ADuncan@OakPointTexas.com.

Do not send resumes without an application. Resumes submitted without a City of Oak Point application will not be considered.