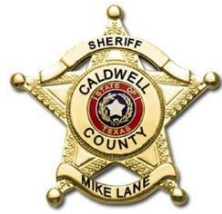




MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644
Phone No. 512-398-6777 | Fax No. 512-376-4376



Criminal Investigations Division DETECTIVE/CORPORAL Salary: \$56,440.54

Summary

Under supervision, investigates reported offenses against persons, property, and life; serves as hostage negotiator as requested; and serves victims of crime by assisting them in locating community resources.

Essential Functions

include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.) Other duties may be assigned.

Tasks

Completes all necessary paperwork to document victim, witness, and suspect interviews and records all subpoenaed records, deputy actions, scene diagrams, photo logs, affidavits, search warrants, etc.; serves as the Department's TCOLE instructor providing certified instructor services to train Department staff on legislative changes and new techniques in investigations; prepares lesson plans and student handouts; conducts field work including follow up with case investigations, surveillance, arrests, and search warrants.

Processes crime scenes; serves on-call one week per month for all major crimes and 24-hour call for all sex offenses; responds to crime scene and coordinates activities (e.g. evidence collection, photographs, video production, etc.); serves as liaison with other agencies; serves on committees; works with other agencies (e.g. LOPD, LUPD, MRPD, MDPD, CPS, DPS, DA, women's shelter, etc.); maintains availability during office hours as well as other times for public questions, officer questions, case management questions, etc.

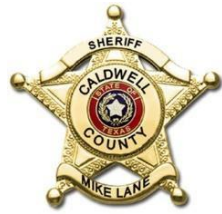
Prepares cases for presentation to the District Attorney, grand jury, and prosecution; follows up as directed by the District Attorney on additional information required for the case; provides internal assistance and availability to other employees; maintains availability to all agency personnel to answer questions as necessary; assist with multiple questions about computer problems; attends autopsies; serves as gang liaison with school throughout the County providing investigative work to prevent gang activity.

Attends presentation at schools, special functions, churches, etc.; patrols the community; educates the community on gang behavior; speaks to students in Teen Court, schools, churches, Neighborhood Watch groups, Red Ribbon week, etc.; serves on special task forces such as SORT, SWAT, etc.; receives specialized training; consults with prosecutors on pending cases and trial preparation; conducts suspect interviews; prepares for court appearances; conducts training for recruits in the law enforcement academy.



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Investigates illicit narcotics traffickers including interviewing confidential informants; examines telephone toll records and financial records; confers with investigators from federal, state, and other public agencies; operates sophisticated electronic surveillance devices, aerial surveillance, investigation report writing, and testifying in court; trains and takes care of drug application dog; documents all contacts with all victims, witnesses, suspects, and others.

Supervisory Responsibilities

Supervises sheriff's deputies during calls or assignments, providing on-the-spot guidance, direction, and general assistance and guidance to deputies.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.

Knowledge of gangs, their insignia, and their methods of operation.

Knowledge of narcotics traffickers, their methods, and their methods of concealment.

Knowledge of the Sheriff's Office mission, goals and objectives.

Knowledge of the principles and practices of supervision.

Knowledge of the authorized methods of obtaining investigative information, data, and facts.

Knowledge of the techniques used to restrain suspects.

Skill in oral communications in both one-on-one and group situations.

Skill in interacting with people in all socio-economic levels.

Skill in written communications for administrative and technical purposes.

Skill in the operation and maintenance of weapons.

Skill in remaining calm in stressful situations.

Skill in developing informants.

Education and Experience

Two years of law enforcement experience; or an equivalent combination of education and experience.

Other Qualifications, Certificates, Licenses, Registrations

Certification as a peace officer by the Texas Commission on Law Enforcement.

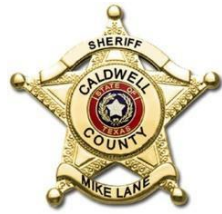
Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the incumbent regularly sits for long periods of time working at a desk; with shorter periods of time spent walking, driving, and moving about an office area or similar type setting.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the incumbent regularly works in a normal office environment; and routinely interacts with individuals in an open, public setting.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Caldwell County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Caldwell County.

I further understand that my employment is terminable at will so that both Caldwell County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

SIGNATURE

DATE

Caldwell County is an EEO employer. In compliance with the Americans with Disabilities Act, Caldwell County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Revised
Sheriff's Office	09/2021	8/20/2024