



# Sergeant, Juvenile Justice Department

Salary Group: C04

Class Code: 9875

CLASS TITLE	CLASS CODE	SALARY GROUP
POLICE INSPECTOR, JUVENILE JUSTICE DEPARTMENT	9872	C03
CORPORAL, JUVENILE JUSTICE DEPARTMENT	9874	C04
<b>SERGEANT, JUVENILE JUSTICE DEPARTMENT</b>	<b>9875</b>	<b>C04</b>
LIEUTENANT, JUVENILE JUSTICE DEPARTMENT	9876	C05
COMMANDER, JUVENILE JUSTICE DEPARTMENT	9878	C07
DEPUTY CHIEF, JUVENILE JUSTICE DEPARTMENT	9879	C08

## GENERAL DESCRIPTION

Performs investigative law enforcement work. Serves as a commissioned peace officer for the Office of Inspector General at the Juvenile Justice Department. Work involves planning, organizing, and conducting investigations on agency property or involving agency interests. Works under limited supervision, with moderate latitude for the use of initiative and independent judgement.

## EXAMPLES OF WORK PERFORMED

Oversees and conducts criminal and administrative investigations regarding allegations of abuse, neglect, exploitation, and related allegations; includes interviewing witnesses, collecting and evaluating evidence, and preparing detailed reports for legal and administrative action.

Oversees, obtains, and executes warrants; assists other law enforcement agencies; conducts undercover investigations; and performs arrests and facility security duties, including escapee pursuit.

Oversees and evaluates evidence; prepares comprehensive reports of investigations; and submits criminal cases for prosecution and administrative reports of abuse, neglect, and exploitation to agency leadership for discipline.

Documents and oversees investigative activity in accordance with standard operating procedures and maintains records of cases, evidence, contraband, and property in compliance with applicable laws and retention policies.

Conducts routine, random, or specifically requested searches and inspections of the facility premises, persons, and vehicles entering or on facility premises.

Records all training and other activities and maintains such records; and completes monthly activity reports.

Coordinates with departmental staff to meet objectives, shares information on investigative activities, identifies operational concerns and trends, and recommends improvements.

Collects and analyzes reports of serious injury, escape, youth-on-youth assaults, and attempted suicide; issues reports regarding non-compliance with related state laws and agency rules; and issues reports regarding need for technical assistance. May be assigned as a computer forensic investigator.

Performs all duties in compliance with agency safety policies and procedures.

Reports safety hazards and corrects them when possible; and completes required documentation for accidents or injuries within specified timeframes.

Provides training to others.

May be assigned a canine partner to assist with the detection, interception, and investigation of contraband in both secure and non-secure areas of agency-operated and contracted facilities.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Graduation from an accredited four-year college or university with major coursework in criminal justice, social work, behavioral science, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of agency programs, policies, procedures, and facility rules; the criminal justice system and court procedures; investigative and law enforcement methods and practices; relevant local, state, and federal laws, including Texas Penal Code and the Code of Criminal Procedures, case law impacting investigations, statutory and procedural law; and techniques for managing volatile or hostile situations.
- Skill in maintaining confidentiality and demonstrating fairness and impartiality; appropriately restraining youth; using firearms, intermediate weapons, and defensive tactics; administering first aid; maintaining written records; enforcing order and discipline and responding effectively in emergencies; operating computers and other standard office equipment; utilizing data and reports as administrative tools; and organizing, prioritizing, and managing tasks within deadlines.
- Ability to secure and process crime scenes; to collect and preserve evidence; to conduct investigations and interviews; to prepare comprehensive reports, affidavits, warrants, and cases for prosecution; to interpret and apply laws and regulations; to uphold ethical standards and enforce policies and laws; to communicate effectively; and to provide guidance to others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

Must be licensed as a Texas peace officer by the Texas Commission on Law Enforcement.

Must possess a valid driver's license.

If assigned a canine partner, must be certified annually and trained in passive canine alert indication.