



# Lieutenant, Juvenile Justice Department

Salary Group: C05

Class Code: 9876

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

## GENERAL DESCRIPTION

Performs investigative law enforcement supervisory work. Serves as a commissioned peace officer for the Office of Inspector General at the Juvenile Justice Department. Work involves administering the daily operations and activities of the facility investigative programs.

Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement.

## EXAMPLES OF WORK PERFORMED

Oversees and manages the daily operations and activities of the Office of Inspector General investigative and operations unit.

Oversees and participates in investigations of criminal violations occurring on agency property or involving other agency interests, including reports of fraud, waste, abuse, neglect, and exploitation; reports of juvenile, facility, or program under the agency's jurisdiction; and reviews and approves investigative reports.

Oversees compliance with state and federal laws, rules, regulations, and statutes, and with agency policies and procedures; and develops action plans to improve processes.

Oversees and maintains records of training and activities, completes monthly reports, reviews documentation prepared by staff, and conducts applicant interviews and assessments.

Conducts audits and assists in the development of policy and the coordination of activities of staff engaged in the review and investigation of violations of department policies and procedures, federal court orders, and criminal law.

Plans, assigns, and oversees the work of supervised staff; hires and trains new staff; and provides feedback and conducts performance reviews.

Provides guidance, technical assistance, and training to supervised staff as needed, including the integration of new methods and procedures; and oversees the implementation of new processes.

Works closely with management; collaborates with facility administrators and juvenile correctional officers; and serves as a liaison with local, county, state, and federal law enforcement agencies.

Prepares reports on agency operations and special projects for planning, compliance, and quality assurance, and to inform management, the board, and legislators about agency activities and impact.

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

Testifies and presents evidence in formal hearings or court proceedings.

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

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Graduation from an accredited four-year college or university with major coursework in accounting, business, criminal justice, 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, and laws governing arrest, search, and seizure; rules of evidence; regulations related to the abuse, neglect, exploitation, and mistreatment of youth or children; and techniques for managing volatile or hostile situations.
- Skill in maintaining confidentiality and impartiality; using firearms, intermediate weapons, defensive tactics, and first aid; managing order and responding effectively in emergencies; organizing and completing tasks within deadlines; operating computers, standard office equipment, and applicable software; maintaining accurate records and utilizing data reports for administrative purposes; interpreting and implementing rules, policies, and procedures; and analyzing, researching, and developing policy and procedure manuals.
- Ability to manage investigative programs and personnel; to conduct interviews; to gather and analyze facts, and develop cases for prosecution; to evaluate findings, affidavits, and warrants; to respond appropriately in high-stress or confrontational situations, including

applying physical restraint and arrest tactics; to follow and enforce ethical standards, laws, and agency policies; to implement and assess administrative procedures and develop rules and policies; to conduct research and prepare clear, concise reports; to identify problems and recommend practical solutions; to organize and prioritize; to maintain confidential records; to testify in hearings and court; to communicate effectively; and to supervise the work of 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.