



Captain, Office of the Comptroller

Salary Group: C06
Class Code: 9885

CLASS TITLE	CLASS CODE	SALARY GROUP
INVESTIGATOR I (TRAINEE), OFFICE OF THE COMPTROLLER	9880	C01
INVESTIGATOR II, OFFICE OF THE COMPTROLLER	9881	C02
CORPORAL, OFFICE OF THE COMPTROLLER	9882	C03
SERGEANT, OFFICE OF THE COMPTROLLER	9883	C04
LIEUTENANT, OFFICE OF THE COMPTROLLER	9884	C05
CAPTAIN, OFFICE OF THE COMPTROLLER	9885	C06

GENERAL DESCRIPTION

Performs administrative and special investigative law enforcement supervisory work. Work involves developing program guidelines, policies, procedures, rules, and regulations; coordinating division activities; and planning and overseeing the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and/or conducts criminal and administrative investigations.

Oversees, coordinates, and reviews the work of staff in collecting, evaluating, and reporting criminal and special investigative data.

Oversees, directs, and coordinates internal affairs investigative and enforcement activities.

Oversees criminal and special investigative data analysis.

Oversees the agency's case management system.

Oversees, conducts, and evaluates training programs; acts as training liaison with the Texas Commission on Law Enforcement.

Plans, organizes, and supervises the activity of criminal analysts.

Monitors and reviews work performance, develops competencies, and conducts performance evaluations for staff.

Monitors and controls allocated funds, expenditures, and reporting procedures.

Answers inquiries pertaining to legal, policy, or procedural information; and maintains and promotes engagement with the general public and various entities.

Conducts research, analysis, and correlation of records; prepares briefs, summaries, and special reports.

Conducts and oversees required police background investigations.

Conducts training and serves as a field training officer.

Proposes and modifies best practices and policies and procedures and provides guidance to staff to maintain accreditation by the Texas Police Chiefs Association.

Testifies in formal administrative and criminal court proceedings.

Serves as division's business continuity liaison.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in performing financial investigations or financial audit or tax enforcement work, including supervisory or team lead experience. Satisfactory service in the career progression position immediately preceding the position of Captain. 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 police methods, criminal laws, and regulations; investigative and law enforcement methods and practices; criminal investigative principles, techniques, and methodologies; admissibility of and rules of evidence; criminal and civil court proceedings and procedures; state and federal statutes and rules, including the Texas Penal Code and Texas Code of Criminal Procedure; tax and criminal laws and regulations; management and administrative principles, techniques, and methodologies; and agency policies, procedures, rules, regulations, goals, and objectives.

Skill in the use and care of firearms and radio equipment; in the use of physical and defensive tactics to make arrests; in interviewing, mentoring, and coaching techniques; in researching and interpreting complex rules and regulations; in applying investigative techniques and procedures to assigned cases; and in the use of a computer and applicable software.

Ability to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to interpret and apply provisions of the Texas Penal Code and Texas Code of Criminal Procedure; to interpret and apply departmental policies and procedures; to develop and conduct

training programs, to prepare concise reports, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must hold an advanced peace officer certification (or higher) from the Texas Commission on Law Enforcement.

Must possess a valid driver's license.