



Investigator, Texas Department of Insurance, State Fire Marshal's Office

Salary Group: C03

Class Code: 9887

CLASS TITLE	CLASS CODE	SALARY GROUP
INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9887	C03
SERGEANT, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9889	C04
LIEUTENANT, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9890	C05
CAPTAIN, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9891	C06
DEPUTY CHIEF INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9892	C07
ASSISTANT STATE FIRE MARSHAL, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9893	C08

GENERAL DESCRIPTION

Performs investigative law enforcement work within the State Fire Marshal's Office. Work involves conducting criminal investigations of the origins and causes of fires or criminal investigations in response to complaints against entities licensed by the State Fire Marshal's Office to identify any violations of statutes or rules. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts administrative and/or criminal investigations related to fire origin and cause, fire safety, and fire licensing.

Collects and evaluates evidence, and testifies in hearings, trials, and other official proceedings.

Obtains and executes warrants, assists other law enforcement agencies, conducts undercover investigations, and makes arrests.

Locates, contacts, interviews, and takes statements from witnesses and suspects who may have knowledge of the causes of fires or violations of fire licensing rules and regulations.

Prepares reports of investigations and criminal cases for prosecution.

Maintains case files and evidence.

Documents investigative activity and evidence in a case management system.

Works with county and district attorneys and/or federal prosecutors to respond to and to prepare for effective prosecution efforts.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, National Fire Protection Association Fire Code and Life Safety Code, and other applicable statutes; and agency rules, policies, and procedures.
- Skill in applying investigative techniques and procedures, and in the use of a computer and applicable software.
- Ability to use and care for firearms and intermediate impact (non-lethal) weapons; to operate law enforcement vehicles; to use physical tactics, to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to prepare reports; to prepare criminal cases for prosecution; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

Must be certified as a fire/arson investigator by the Texas Commission on Fire Protection.

Must possess a valid driver's license.