



# Sergeant, Texas Department of Insurance, State Fire Marshal's Office

Salary Group: C04

Class Code: 9889

CLASS TITLE	CLASS CODE	SALARY GROUP
INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9887	C03
<b>SERGEANT, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE</b>	<b>9889</b>	<b>C04</b>
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. May serve as team lead providing direction to others. May serve as specialized canine investigator. Works under limited 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 cause of fires or violations of fire licensing rules and regulations.

Prepares reports of investigations and criminal cases for prosecution.

Prepares affidavits and subpoenas.

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.

Executes subpoenas and court orders.

Participates in raids, searches, pursuits, and other operations; and makes arrests.

Provides guidance and leadership during field training.

Provides testimony and technical support in connection with judicial proceedings.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Satisfactory service and performance in the career progression position immediately preceding the position of Sergeant. 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; to serve as a team lead providing direction to others; 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.