



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

Salary Group: C06

Class Code: 9891

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
<b>CAPTAIN, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE</b>	<b>9891</b>	<b>C06</b>
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 supervisory work within the State Fire Marshal's Office. Work involves overseeing and coordinating day-to-day operations, which includes overseeing and 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. Supervises the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Directs, plans, assigns, manages, and evaluates the work of investigators within the State Fire Marshal's Office.

Supervises and conducts criminal investigations of the origins and causes of fires or in response to complaints against entities licensed by the State Fire Marshal's Office.

Provides day-to-day oversight of administrative matters such as assigning work, approving travel and overtime requests, conducting performance evaluations, and developing written reports on program activities.

Confers with the Chief Investigator, State Fire Marshal, and Assistant State Fire Marshal concerning administrative and operational activities, makes recommendations to improve operations, and oversees the development and implementation of guidelines, policies, and procedures.

Monitors and reviews the work of investigators, and reviews investigative reports to ensure accuracy and compliance with accepted practices.

Reviews completed investigations to ensure consistent and appropriate application of laws and policies.

Provides guidance and direction to staff on policies, procedures, rules, and regulations.

Instructs investigators on the collection, identification, and preservation of evidence; and ensures that the collection and preservation of evidence complies with laws and standards.

Ensures that investigators maintain required certifications and licenses.

May develop and conduct training.

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 Captain. 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 supervise the work of 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.