Lieutenant, Texas Department of Insurance

Salary Group: C05
Class Code: 9895

CLASS TITLE	CLASS CODE	SALARY GROUP
SERGEANT, TEXAS DEPARTMENT OF INSURANCE	9894	C04
LIEUTENANT, TEXAS DEPARTMENT OF INSURANCE	**9895**	**C05**
CAPTAIN, TEXAS DEPARTMENT OF INSURANCE	9896	C06
DEPUTY CHIEF INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE	9897	C07

GENERAL DESCRIPTION

Performs investigative law enforcement work within the Insurance Fraud Unit. Work involves gathering and analyzing information to conduct investigations of suspected fraudulent insurance activities committed or attempted while engaging in the business of insurance, in support of an insurance transaction, or as a part of an attempt to defraud an insurer; and preparing criminal case investigative reports for referral to prosecutors. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts criminal investigations related to insurance fraud.

Locates, contacts, interviews, and takes statements from victims, witnesses, suspects, and others who may have knowledge of insurance fraud.

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

Collects, examines, analyzes, and preserves relevant evidence to determine whether violations occurred.

Documents investigative activity and evidence in a case management system.

Maintains case files and evidence.

Prepares affidavits and subpoenas.

Executes subpoenas, warrants, and court orders.

Prepares detailed investigative reports for referral to prosecutors.

Prepares summaries of financial transactions for presentation to state and federal prosecutors.

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

Provides testimony and technical support in connection with judicial proceedings.

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

Provides technical support to law enforcement.

Serves as liaison with insurance companies, state and federal prosecutors' offices, government agencies, or outside experts.

May inspect buildings, vehicles, and personal property.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Satisfactory service in the career progression position immediately preceding the position of Lieutenant. Graduation from an accredited four-year college or university with major coursework in criminal justice, business administration, finance, 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, the Texas Code of Criminal Procedure, other applicable statutes, and agency rules, policies, and procedures.

Skill in researching and interpreting complex rules and regulations, 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 use physical tactics; to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to prepare reports; to prepare criminal cases for prosecution; to interpret and apply department policies and procedures; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

Must possess a valid driver's license.