



Captain, Texas Department of Insurance

Salary Group: C06

Class Code: 9896

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
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 supervisory work within the Insurance Fraud Unit. Work involves overseeing and coordinating the day-to-day operations within the Insurance Fraud Unit, which includes overseeing and conducting criminal investigations related to fraudulent insurance acts. 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 peace officer investigators within the Insurance Fraud Unit (Unit).

Supervises and conducts criminal investigations related to fraudulent insurance acts.

Provides the day-to-day oversight on administrative employee matters such as assigning work, approving travel and overtime requests, conducting performance evaluations, and developing written reports on Unit employee progress.

Provides input to the Deputy Chief Investigator in the development of guidelines, policies, and procedures.

Confers with the Deputy Chief Investigator concerning administrative and operational activities, makes recommendations to improve operations, and oversees the implementation of changes to daily operations.

Instructs investigators in all stages of investigations; monitors and reviews the work of investigators; and writes, reviews, and edits investigative reports to ensure they are complete, accurate, and timely and that all elements of offenses have been proven.

Instructs investigators on the collection, identification, and preservation of evidence, and ensures that the collection and preservation of evidence is in compliance with laws and standards.

Represents the Unit at meetings, hearings, trials, committees, and conferences.

May develop and conduct training.

Coordinates enforcement activities with law enforcement agencies or departments and oversees the referral of financial transactions to state and federal prosecutors.

Establishes and maintains liaison with other governmental and law enforcement agencies.

May assist in the preparation of the annual operating budget.

May assist with overseeing contract security officers.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

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 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, and other applicable statutes; and of 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 develop and conduct training programs; to communicate effectively; and to supervise the work of others.

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.