



Sergeant, Commission on Law Enforcement

Salary Group: C04

Class Code: 9909

| CLASS TITLE | CLASS CODE | SALARY GROUP |
|---|------------|--------------|
| SERGEANT, COMMISSION ON LAW ENFORCEMENT | 9909 | C04 |
| LIEUTENANT, COMMISSION ON LAW ENFORCEMENT | 9910 | C05 |
| CAPTAIN, COMMISSION ON LAW ENFORCEMENT | 9911 | C06 |
| MAJOR, COMMISSION ON LAW ENFORCEMENT | 9912 | C08 |

GENERAL DESCRIPTION

Performs investigative, administrative, and consultative law enforcement work for the Commission on Law Enforcement. Work involves conducting investigations; performing compliance audits and inspections; and providing consultation and guidance on laws, statutes, and regulations. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts administrative, criminal, and business-related investigations into allegations of misconduct and violations of laws, rules, and regulations.

Performs background investigations and on-site inspections, including compliance reviews of law enforcement agencies.

Audits records, documentation, and agency policies to ensure compliance and accuracy.

Gathers, verifies, analyzes, and documents evidence, property, and other investigative materials.

Plans, organizes, and records investigative activities and findings.

Identifies, contacts, and interviews witnesses, subjects, and other relevant individuals.

Prepares and presents investigative reports, including case summaries, activity logs, and related documentation.

Serves as a liaison and technical advisor to stakeholders, offering guidance on regulatory requirements and promoting compliance.

Coordinates with law enforcement and regulatory agencies, including county and district attorneys.

Designs and delivers training, education, and outreach to support understanding of requirements and encourage process improvements.

Obtains, executes, and serves legal documents such as subpoenas and warrants.

Testifies in administrative and criminal proceedings.

Develops and implements program guidelines, policies, procedures, rules, and regulations.

May participate in multi-agency initiatives or conduct surveillance activities.

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, criminology, police science, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Texas and federal statutes, rules, and regulations, including the Texas Penal Code, Texas Code of Criminal Procedure, and other applicable codes; investigative principles, techniques, procedures, and rules of evidence; law enforcement operations, practices, and professional standards; and training program development, analysis, and implementation.
- Skill in conducting investigations, including interviews, evidence collection, crime scene security, and case preparation; interpreting and analyzing large data sets to identify trends and inconsistencies; applying investigative techniques using technology and equipment; problem-solving and exercising sound judgment in high-pressure situations; and preparing concise reports, recommendations, and presentations.
- Ability to conduct investigations and assess evidence; to interpret and apply legal standards to investigative work; to collaborate effectively with agencies and individuals of varying backgrounds and ranks; to maintain security protocols and safeguard critical infrastructure; to handle multiple investigations simultaneously while ensuring accuracy and efficiency in documentation; to use and care for firearms and law enforcement equipment; and to travel extended distances in rural and urban areas.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

Must possess a valid driver's license.