



Lieutenant, Commission on Law Enforcement

Salary Group: C05

Class Code: 9910

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. 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

Coordinates and conducts administrative, criminal, and business-related investigations into allegations of misconduct and violations of laws, rules, and regulations, including planning and documenting investigative activities.

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

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

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

Plans, organizes, and records investigative activities and findings.

Interviews witnesses, subjects, and other involved individuals.

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

Serves subpoenas and warrants; testifies in court proceedings.

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

Assists in developing and implementing policies, procedures, and guidelines.

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

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Satisfactory service in the career progression position immediately preceding the position of Lieutenant. Experience in performing 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.