



Captain, Commission on Law Enforcement

Salary Group: C06

Class Code: 9911

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 overseeing and participating in the planning, development, and coordination of law enforcement activities; providing consultative services and high-level technical assistance; and conducting investigations. Supervises the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and conducts administrative, consultative, enforcement, and investigative activities, including criminal investigations.

Oversees the agency's case management system.

Oversees, develops, conducts, and evaluates training programs.

Oversees, coordinates, and reviews the work of staff in collecting, evaluating, and reporting data and data analysis.

Establishes and maintains effective coordination with law enforcement agencies, court officials, government representatives, and other stakeholders to coordinate enforcement activities and support agency operations.

Monitors and ensures compliance with program guidelines, procedures, and policies.

Monitors and reviews work performance, develops competencies, and conducts performance evaluations for staff.

Answers inquiries pertaining to legal, policy, or procedural information; and maintains and promotes engagement with internal and external stakeholders.

Conducts research, analysis, and correlation of records; prepares briefs, summaries, and special reports.

Proposes and modifies best practices as well as policies and procedures, and provides guidance to staff.

Screens complaints for jurisdictional authority.

Plans, organizes, and supervises investigative activities.

Schedules and monitors equipment maintenance and administers inspections.

Serves as representative at meetings, hearings, trials, committees, and conferences.

Testifies in administrative and criminal court proceedings.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Satisfactory service in the career progression position immediately preceding the position of Captain. 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, and procedures; court procedures, practices, 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 data; applying investigative techniques using technology and equipment; problem-solving and exercising sound judgment in high-pressure situations; preparing concise reports, recommendations, and presentations; and researching and interpreting complex rules and regulations.
- Ability to evaluate, analyze, and investigate allegations of wrongdoing; to interpret and apply provisions of the Texas Penal Code and Texas Code of Criminal Procedure; to interpret and apply departmental policies and procedures; to develop

and conduct training programs; to prepare reports; to use and care for firearms and law enforcement equipment; to travel extended distances in rural and urban areas; to communicate effectively; and to supervise the work of others.

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.