



Major, Commission on Law Enforcement

Salary Group: C08

Class Code: 9912

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. Work involves planning, directing, coordinating, and evaluating law enforcement programs and activities. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs and oversees investigative, consultative, and enforcement operations and activities, including administrative and criminal investigations, and ensures compliance with federal and state laws.

Explains, interprets, and enforces agency policies and procedures.

Determines methods and procedures by which to carry out agency directives and prepares to accomplish objectives.

Confers with management in planning operational programs and long-range plans; offers suggestions for improvement of services and operations.

Interacts with the general public, other agencies, local officials, civic groups, and other stakeholders to generate support for agency goals, objectives, and methods; and to obtain feedback to improve agency operations.

Analyzes the training and development needs of subordinate staff and directs training and resources to meet those needs.

Allocates available resources to maximize efficiency and effectiveness of operations.

Monitors performance reports to identify deficiencies and exemplary performance and takes action to correct deficiencies and to reward exemplary performance.

Provides feedback and coaching to help recognize and overcome observed deficiencies.

Coordinates and directs law enforcement activities with other local, state, and federal law enforcement entities.

Prepares and monitors the annual operating budget for assigned division.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Satisfactory service in the career progression immediately preceding the position of Major. 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 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; 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.