

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion & possible action to authorize the Sheriff's Office to re-title seventeen (17) Detective positions to LE Corporals effective immediately.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	July 25, 2017	N/A

LINE ITEM NUMBER

N/A

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A **AUDITOR REVIEW:** N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
CUTLER	COBB	N/A

SUMMARY

The Sheriff's Office is requesting a change in position title from Detective (job code 0485) to LE Corporal (job code 0480) to better serve the needs and operations of the agency. Currently there are 4 LE Corporal positions and 17 Detective positions. These positions are classified in the same pay grade (252) within the current Collective Bargaining Agreement. This re-title would allow the Sheriff the flexibility to utilize all positions in the patrol or criminal investigation divisions as needed.



HAYS COUNTY JOB DESCRIPTION

CORPORAL LE BUREAU

Job Code	Grade	FLSA Exempt Status	/Safety Sensitive	Phone Allocation
0480	252	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reports to			Current Version Date:	
Sergeant			July 2017	

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Corporal duties will be based on assignment to either the Criminal Investigations Division or Patrol Division under the general supervision and direction of a Sergeant, the Corporal establishes criteria, analyzes a variety of unusual circumstances, supervises crime scenes and audits. The Corporal investigates reported offenses against persons, property and life. The Corporal serves victims of crime by assisting them in locating community resources and preparing general offense reports and conducting follow up investigations. The work involves addressing a variety of community problems, and situations including interpreting information and refining methods to mitigate these issues professionally. Through assistance, training and development of law enforcement deputies the Corporal will closely supervise patrol deputies as a first line supervisor. This position affects Hays County policy, the well being of several and the activities of other persons and organizations as a whole. This employee must have a strong work ethic. The Corporal must follow directions, meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude.

Criminal Investigations Division Responsibilities

- Writes general offense reports, audits offense reports from Patrol Deputies
- Completes all the necessary paperwork to document victim, witness and suspect interviews and all subpoenaed records, deputy actions, scene diagrams, photo logs, affidavits, search warrants, and other related documentation
- Conducts field work including following up with case investigations, surveillance, arrests and search warrants, and crime scene supervisor
- Responds to the crime scene and coordinates and supervises activities, including evidence collection, photographs, video production, and other related functions
- Serves as a liaison with other criminal justice agencies and the community
- Prepares cases for review by the justice courts and the District Attorney
- Follows up on cases as requested by Sheriff's personnel and the District Attorney which require additional investigation.
- Attends, photographs, documents, and serves as liaison with medical examiners at all autopsies of suspicious deaths or as assigned
- Must successfully complete all specialized training
- Consults with prosecutors on pending cases and trial preparation
- Be able to successfully pass supervisory case audits.
- Be able to operate electronic surveillance devices
- Interviews witnesses, victims, and suspects documenting the interviews
- Performs other duties as assigned

Patrol Division Responsibilities

- Serves as first line supervisor of personnel under their command
- Involved in deputy evaluations for employees under their supervision
- Responds, directs, assists, commands others or addresses preliminary investigations
- Enforces the laws of Texas and Federal, State and local criminal laws of Texas
- Responds to assess all major incidents and is responsible for notifying appropriate personnel to assist as needed. Circumstances may exist that require these notifications to be delegated.
- Performs regular patrol deputy duties as directed by their superior(s)
- Supervises and assists Deputies with on scene criminal and civil investigations, to included enhanced evidence discovery, documentation, photography, collection, preservation, completion of the chain of custody and appropriate and timely submission to the Crime Scene Investigation (CSI) unit for processing, safekeeping or analysis.
- Reviews a variety of reports to include but not limited to, probably cause affidavits, accident/incident reports, fleet accident reports, training, overtime and leave requests
- Confers with Sergeant or their chain of command for support callouts for criminal investigation, SWAT, Bomb Squad, air support, search and rescue, K-9 support and mutual aid, requests from other jurisdictions.
- Follows up on and supervises cases being investigated and assists other agencies, including but not limited to fire, EMS, Department of Public Safety, Texas Rangers, other State Police or recognized enforcement agencies.
- May commandset up of evacuation of areas vulnerable to attack or explosive devices, emergency incident command staging areas, tactical inner and outer perimeters, sign in and sign out crimes scene logs, initial tactical positioning of SWAT and their supporting work units; as well as other mutual aid enforcement providers. May act as on scene agency Public Information Officer when others are not available.
- Resolves situations appropriately through effective communication, mediation, and interpersonal skills
- Interacts with citizens and co-workers for input and feedback to meet specific goals, objectives problem resolution. Performs other duties as assigned

Knowledge Required

- Professional knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures
- Professional knowledge of law enforcement practices
- Professional knowledge of methods and techniques to use to dispel a situation
- Professional knowledge of authorized methods of obtaining investigative information, data and facts
- Professional knowledge of the techniques used to restrain suspects
- Professional knowledge of community resources and methods to use them
- Exceptional knowledge of Sheriff's Department mission statement, goals and objectives
- Exceptional knowledge of principles and practices of supervision and management
- General knowledge of document preparation and legal law enforcement technology
- General knowledge of authorized methods of maintain discipline and order
- General knowledge of customer relations

Skills Required

- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures
- Professional skill in oral communications both one-on-one and in group situations
- Professional skill in the operation and maintenance of weapons
- Professional skill in interacting with individuals from all socio-economic backgrounds
- Exceptional organizational and project management skills
- Professional skill in developing and maintaining effective interpersonal relations
- Professional skill in negotiating and persuading individuals
- Exceptional skill in maintaining a calm and confident attitude
- Exceptional skill in telephone etiquette and customer relations

- Exceptional skill in developing informants
- Proficient skills in applying supervisory techniques to daily operations
- Proficient skill in listening
- Proficient skill in working independently with minimal supervision
- Proficient skill in written communications for administrative and technical purposes
- Exceptional skill in communicating clearly and concisely, both verbally and in writing
- General skill in radio procedure
- General skill in operating standard office equipment and software programs, such as personal computers, calculators, telephones, and Microsoft Word and Excel

Education and/or Experience

- High School Diploma or GED
- Any combination of education and experience equivalent to the required education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job
- Two years experience in law enforcement
- Prefer experience as a county deputy

Other Qualifications, Certificates, Licenses, Registrations

- Licensed TCOLE Basic Peace Officer
- Class C TX driver's license
- Ability to maintain continuing education requirements as outlined by TCOLE
- Must be 21 years of age

Supervision

- The Corporal is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, efficiency and effectiveness in the performance of these duties.
- The Corporal exercises management supervision over all subordinate personnel in their division providing guidance and direction, performance evaluation, motivation, incentive to go beyond, and when necessary, disciplinary actions.
- When the Corporal is in a work group not limited to off duty jobs, training or social gatherings where they are the senior supervisor they will automatically assume the role of supervisor for reasons of discipline, agency policies and procedures without exception.

Emotional Demands

This position must handle an elevated stress level of dealing with some argumentative or emotional coworkers, and members of the general public and Hays County departments. The Law Enforcement Corporal meets with contacts in a normal office setting at the Hays County Sheriff's Office. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, interview, interrogate, or control situations where individuals may be fearful, skeptical, uncooperative or dangerous. At times, the Law Enforcement Corporal/Detective must negotiate and persuade to receive information.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as defined by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel
- Reach with hands and arms
- Talk
- Hear– Demonstrate the ability to clearly understand one-on-one conversations, communicate on the telephone, and to be aware of any situations or conversations going on in your peripheral space for public safety issues
- Occasionally stand, walk, kneel or stoop
- Crouching or crawling in restricted areas
- Occasionally lift and/or move up to 50 pounds

- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Vision acuity must be correctable to 20/20 in each eye
- Strenuous physical exertion, which may include defending oneself or others against physical attack
- Sit for long periods of time

Work Environment

The employee spends a large portion of their day operating a patrol vehicle or in an office setting. They should always be prepared for the potential of inclement weather and potential of life threatening violent situations. The employee frequently travels to various locations. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The employee may be required to wear protective gear.

Acknowledgement

I understand that I am expected to perform the duties of both CID and Patrol based on my assignment. This assignment maybe changed based on the needs of the Hays County Sheriff's Office. I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Reviewed – no changes
Sheriff's Office	10/2016, 7/2017	xxxx