



Brazos County Job Description

Last Updated: March 2023

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Class Number:	B1409	Title:	Human Trafficking Investigator
Pay Group:	25	Department:	Sheriff's Administration
FLSA Status:	Non-Exempt	Reports To:	County Sheriff
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

Investigates criminal offenses, including following-up on tips from informants, preparing affidavits of probable cause, taking statements and confessions, preparing investigative reports, gathering evidence, and preparing cases for prosecutors; draws up complaints for search warrants; prepares and serves search and arrest warrants; assists public in reporting crimes; testifies in court; and assists other law enforcement agencies with investigations.

Essential Duties:

- Conducts follow-up investigations of reported criminal offenses, including preparing cases for presentation to the District Attorney's Office, County Attorney's Office, Federal Court, Grand Jury, and the Federal Grand Jury;
- Investigates crime scenes, including taking photographs, developing latent prints, interviewing and interrogating witnesses and suspects, sketching crime scenes, and writing reports;
- Receives and acts on information received from informants regarding cases;
- Conducts surveillance work on cases;
- Prepares affidavits of probable cause for arrest of offenders who are identified during investigations;
- Contacts crime victims, witnesses, and suspects and takes statements and confessions;
- Prepares investigative reports, including copying and presenting to the District Attorney or County Attorney's offices;
- Gathers evidence pertaining to criminal investigations, including photographing and/or videotaping crime scenes, attending autopsies, obtaining hospital records, obtaining evidence from crime labs, and checking criminal histories;
- Contacts various law enforcement agencies, including requesting more information for cases and obtaining Agency Offense Reports;
- Files cases with the District Attorney and County Attorney's offices;
- Assists District Attorney's Office in preparing cases for Grand Jury and trial as needed;
- Assists other divisions, sections, or personnel as needed or directed;
- Draws up complaints for arrest warrants;
- Obtains and serves search and arrest warrants, including seizing property, locating suspects, and taking them into custody;
- Assists people reporting crimes;
- Testifies in state, federal, and municipal courts concerning investigative work performed;
- Participates in operations for human/labor trafficking offenders and other cases;
- May perform undercover duties related to the investigation of human/labor trafficking offenders, including searching for and working with informants, arresting offenders, and seizing evidence; and
- Works with other agencies on crime investigations.

Other Duties as assigned.

<i>Supervision</i>	
Received:	From County Sheriff
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	Intermediate peace officer certification; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

<i>Experience</i>	
Required:	At least three years of experience.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
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Required:	Intermediate certification from the Texas Commission on Law Enforcement (TCOLE); and valid Texas motor vehicle operator's license.
Preferred:	

<i>Physical Demands</i>	
Typical:	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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may be occasionally called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Texas Penal Code; Code of Criminal Procedures; investigation of criminal offenses; criminal justice system; computers; interview and interrogation techniques; and department policies and procedures. Operate computers, including word processing software; read reports, letters and memos; write reports, letters, and memos; perform investigative work; interview and interrogate suspects, victims, and witnesses; analyze data; reason and draw conclusions; operate office equipment such as facsimile machine and copy machine; safely handle firearms; communicate effectively, both orally and in writing; and maintain effective working relationships with coworkers, attorneys, and personnel of other law enforcement agencies.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to perform tedious and exacting tasks; the employee is frequently placed in emergency situations in which there is the possibility of danger or physical abuse; the employee is frequently required to work with others a part of a team. The noise level in the work environment is usually moderate, but may be noisy or distracting.