



CITY OF FAIR OAKS RANCH  
Position Description

Job Title:	Civilian Investigator
Department:	Police Department
Pay Grade:	22
Reporting Manager:	Police Sergeant - CID
FLSA:	Non-Exempt

Overview:

Under general supervision of the CID Police Sergeant. The Civilian Investigator is responsible for supporting investigations within the Police Department by conducting detailed research, analyzing evidence, and preparing reports. This position does not include sworn duties, arrest powers, or independent interactions with suspects. The Civilian Investigator assists in various tasks to enhance investigative efforts and contribute to the efficiency of departmental procedures.

Essential Duties and Responsibilities:

- Conduct thorough research, data collection, and analysis to support ongoing investigations.
- Review and organize case files, including reports, witness statements, and photographic or video evidence.
- Maintain accurate records of findings and document all investigative activities in the Records Management System (RMS).
- Analyze complex data sets, identify patterns, and summarize findings in clear, concise reports.
- Conduct non-suspect interviews with victims, witnesses, parents/caregivers, and community members, with the potential to observe or conduct suspect interviews under supervision by a sworn officer. Suspect interactions are permitted only for non-custodial suspects or via phone/video.
- Establish and maintain contacts with law enforcement agencies, probation and parole officers, and individuals providing investigative leads.
- Generate reports that aid in case closure or prosecution efforts, as directed by the supervisor with county attorneys in Bexar, Comal, and Kendall counties, ensuring all documentation meets legal standards.

- Attend court hearings as required to provide testimony based on investigative findings.
- Conduct background investigations for prospective department personnel, including sworn and non-sworn Police Department or civilian city employees.
- Assist in managing evidence by cataloging, organizing, and maintaining digital and physical evidence in accordance with department protocols to uphold legal and investigative standards.
- Ensure all evidence is secured and documented appropriately while working closely with detectives and other law enforcement personnel to ensure information flow and case accuracy.
- Participate in training and professional development programs as required by the department.
- Demonstrate a commitment to improving police procedures and streamlining investigative processes.
- Performs such other related duties as need/assigned.

Special Conditions:

- This is a non-sworn position with no authority to arrest or carry firearms.
- Suspect interactions are restricted to non-custodial situations and always supervised by a sworn officer.
- High confidentiality, professionalism, and adherence to ethical standards are required.

Minimum Qualifications:

- Bachelor's degree in Criminal Justice, Criminology, Forensic Science, or a related field, or equivalent experience.
- Minimum of 3 years of criminal investigative experience in law enforcement, public safety, crime scene management, forensics or other relevant public or private sector field
- Criminal Justice Information Services (CJIS) certification.
- Certified Criminal Investigator (CCI) certification or the ability to obtain within 1 year of hire.
- Other combinations of experience and education that meet minimum requirements may be considered
- Valid Texas Class C Driver's License

## Knowledge Skills & Abilities:

### Knowledge of:

- Department-specific policies, protocols, and relevant statutes and ordinances applicable to job assignments.
- Pertinent federal, state, and local law codes and regulations.
- Computer applications and standard office equipment related to work.

### Ability to:

- Comprehend complex written material and make logical inferences from it to inform investigative actions or decisions.
- Communicate clearly and concisely, orally and in writing.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Give verbal and written instructions.

### Skills:

- Operates a vehicle under emergency conditions.
- Establishes and maintain effective working relations with other law enforcement agencies, judicial officials, and the general public.
- Analyzes situations and adopt a quick, effective, and reasonable course of action.
- Works cooperatively, calmly, and diplomatically with a diverse public and various department segments and outside agencies.
- Handles stressful and possibly hazardous situations.
- Performs job duties safely without posing a risk to oneself or others in the work environment.

### Physical Demands:

- Regularly requires sitting, talking, hearing, visual acuity to read print and digital sources, standing, walking, manual dexterity, use of hands to finger, handle, or feel objects, tools, and safety gear.
- Must be able to walk, stand, stretch, reach, climb, balance, run, bend, twist, stoop, kneel, crouch, crawl, and smell during the course of work.

- Hearing and speech to communicate in person and over the telephone, or radio.
- May require frequent lifting/carrying, lowering, pushing/pulling of up to 50lbs.
- Able to distinguish hazardous odors.

Work Environment:

- 70% of work will be performed indoors or in the field.
- 30% of work will be performed outdoors at the office.
- Subject to outside weather conditions
- May occasionally be exposed to wet/humid conditions, fumes, airborne particles, toxic or caustic chemicals, and other extreme conditions.

The City of Fair Oaks Ranch provides equal employment opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

<http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>.

Please note that job application deadlines will vary by position. The ability to enter and submit an application will not guarantee that the position is still open and that your application will be reviewed and considered. If you have questions regarding a specific job application deadline, please email [hr@fairoaksranchtx.org](mailto:hr@fairoaksranchtx.org) (for internal candidates – contact the hiring manager).

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Print Name

Employee Signature

Date Signed

Physical Demands & Working Conditions

Activity	Constant	Frequent	Occasional	Not Required	Activity	Constant	Frequent	Occasional	Not Required
Ability to Hear (with/without aid)	X				Operating Office Equipment	X			
Ability to See (with/without aid)	X				Pulling – Hand Over Hand			X	
Bending			X		Pulling – Straight			X	
Carrying – Light (under 25 lbs.)		X			Pulling – Light (under 25 lbs.)			X	
Carrying – Moderate (26 – 50 lbs.)		X			Pulling – Moderate (26 – 50 lbs.)			X	
Carrying – Heavy (51 – 100 lbs.)			X		Pulling – Heavy (51 – 100 lbs.)			X	
Carrying – Very Heavy (≥ 101 lbs.)				X	Pulling – Very Heavy (≥ 101 lbs.)				X
Chemical Hazards			X		Pushing – Light (under 25 lbs.)			X	
Climbing			X		Pushing – Moderate (26 – 50 lbs.)			X	
Counting		X			Pushing – Heavy (51 – 100 lbs.)			X	
Crawling			X		Pushing – Very Heavy (≥ 101 lbs.)				X
Depth Perception	X				Reaching above Shoulder			X	
Dust/Mites Hazards			X		Reading	X			
Electrical Hazards			X		Sitting	X			
Grasping – Dual Simultaneous	X				Standing	X			
Grasping – Simple	X				Stooping		X		
Heights			X		Temperatures – Extreme Cold			X	
Identify Colors	X				Temperatures – Extreme Heat			X	
Kneeling		X			Temperatures – Extreme Shifts			X	
Lifting – Light (under 15 lbs.)		X			Twisting	X			
Lifting – Moderate (15 – 44 lbs.)		X			Walking	X			
Lifting – Heavy (45 lbs. and greater)		X			Wet Hazards			X	
Lifting – Very Heavy (≥ 101 lbs.)			X		Working Alone		X		
Mechanical Hazards			X		Working Indoors		X		
Noise – Extreme			X		Working Outdoors			X	
Operating Heavy Equipment				X	Working on Scaffolding or Ladders				X
Operating Motor Vehicle		X			Writing	X			