**The Red River County Sheriff’s Office is taking Applications for the position of Investigator.**

**Opening date is 06/30/2025 and the Closing date for applications will be 06/30/2025.**

**Minimum Requirements: Applicants must have a minimum of two years’ experience in law enforcement conducting of an investigative role or comparable extensive patrol experience. The applicant must be able to work different/extended shifts, be on call, able to work special events/disasters and live within a 50 mile radius of the Sheriff’s Office.**

**Job Summary: To serve the citizens of Red River County by conducting criminal investigations.**

**Job Scope: Conducts criminal investigations, which includes interviewing witnesses, victims and suspects and collecting information and evidence that would lead to the apprehension and conviction of suspects or lead to individuals no longer being suspects.**

**Principal Duties and Responsibilities:**

1. **Investigate all types of criminal cases assigned.**
2. **Conduct extensive crime scene investigations, gather and process evidence that would aid in the identification, apprehension, and conviction of suspects.**
3. **Photograph or video crime scenes.**
4. **Be available for assigned on-call dates as well as other scenes that may require multiple Investigators.**
5. **Be available to respond in a timely manner when called off duty.**
6. **Conduct undercover work when necessary.**
7. **Complete search warrants and keep up with all legal issues concerning investigations.**
8. **Perform surveillance activities to gather information that can be used to develop evidence of criminal activity by utilizing and maintain surveillance equipment.**
9. **Prepare reports for the District Attorney’s Office.**
10. **Make arrests with and without warrants.**
11. **Conduct interviews in order to gather all facts in a case and obtain confessions of crimes.**
12. **Maintain chain of custody of physical evidence from crime scenes, crime laboratories, and evidence lockers.**
13. **Return evidence to the proper owner when the case has been disposed.**
14. **Provide accurate and honest testimony in court.**
15. **Serve as a patrol officer as needed.**
16. **Develop and utilize informants to assist in criminal investigations.**
17. **Perform other duties as may be assigned.**
18. **Participate in community events in order to build relationships with the public.**
19. **Must be able to work well with other officers and surrounding agencies, to include the District Attorney’s Office, local courts, and the Justice of the Peace.**
20. **Must be able to transport arrestees and inmates.**
21. **Must be able to assist in the preparation or writing of grants.**

**Personal Characteristics:**

**The applicant is responsible for encouraging and facilitating a harmonious working environment. The following interpersonal and personal characteristics are expected.**

1. **Display enthusiasm for the job, which includes attendance, performance and conduct;**
2. **Ability to work effectively and cohesively with others;**
3. **Demonstrate professionalism, integrity, dependability and maturity;**
4. **Display courteous, respectful, and polite demeanor towards coworkers and members of the public;**
5. **Recognize the importance of being a team member that creates a positive working environment.**

**Other Aspects of The Job: Must demonstrate sound knowledge of criminal law, investigation and crime prevention methods, and the knowledge of the rules of evidence and the laws governing the custody of persons and search and seizure. Due to the need for timely response for CID call-outs, and employee holding the position of Investigator must reside within a fifty (50) mile radius of the Sheriff’s Office.**

**Conditions of Employment: Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to random drug and alcohol testing throughout their period of employment. Applicants must also complete an extensive background investigation and possibly a medical and psychological examination prior to employment. Must have and maintain a satisfactory driving record and must have and maintain a valid Texas driver’s license. Punctuality and regular attendance is required. Must have and maintain a Texas Peace Officer certification. THOSE INDIVIDUALS WHO MEET THE MINIMUM REQUIREMENT AND WISH TO APPLY FOR THE POSITION SHOULD COMPLETE THE TCOLE PERSONAL HISTORY STATEMENT/APPLICATION FOR EMPLOYMENT AND DELIVER IT TO SHERIFF CALDWELL.**

Note: The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability required to do the job. Rather, they are intended to describe the general nature of the job.

**Red River County is an Equal Opportunity Employer**