



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CHAPTER 59 (270-011)

DATE: 11/4/2016

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-011-0028

REQUESTED POSITION TITLE: TASK FORCE OPERATIONS SUPERVISOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

HIDTA CHAPTER 59 (270-011)

Salary Amount:

\$ 61,800.00 \$ 70,000.00 \$ 8,200.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

Salary Amount:

\$ 0.00 \$ 0.00 \$ 0.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

DM Task Force
The Field Operations Supervisor is needed to fulfill HIDTA's statutory duties and objectives in addition to needing supervisory assistance with daily field operations.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

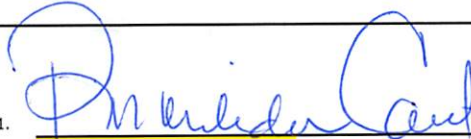


Management authority over the HIDTA Task force during field operations, at the absence of Commander and Assistant Commander.

Review all operational plans, ensuring that the safety and well-being of the public, task force, other law enforcement personal, covert operative, and targets are secured.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		11/04/16	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		11/18/2016	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		4/13/2016	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY CRIMINAL DISTRICT ATTORNEY

TASK FORCE OPERATIONS SUPERVISOR

(HIDTA TASK FORCE)

GENERAL DESCRIPTION

The TASK FORCE OPERATIONS SUPERVISOR (TFOS) reports to the Task Force Commander and Assistant Commander. The (TFOS) responsibilities include, but are not limited to planning, coordinating and managing the daily activities of the HIDTA Task Force (HIDTA Investigator and/or other Law Enforcement officers assigned to the Task Force) and the Intelligence Research Specialist under the direction of the HIDTA Task Force Commander/Assistant Commander.

EXAMPLES OF WORK PERFORMED

Management authority over the HIDTA Task Force during field operations

Review all operational plans, ensuring that the safety and well being of the public, task force, other law enforcement personnel, covert operatives, targets are secure

Implement and comply with all local, state, and federal laws, ordinances, rules and regulations

Coordinate with other law enforcement agencies on joined and/or assist operations

Assess the risk involved in an operation and minimize them to ensure a successful and injury free operation

Provide tactical and strategic leadership to the task force and covert civilian operatives

Preside over all briefings and debriefings of all operations

Coordinate the available local, state and federal resources for each operation and provide access to the local medical and emergency services, during each operation

Ensure that the task force has the necessary equipment to perform their respective assigned duties in a safe and efficient manner

Ensure the task force is current with their law enforcement licensing and certifications

Assesses the training needs of the task force and the available training resources to meet this need

Network and coordinate with community based drug free coalition to further facilitate outreach drug free programs

Maintain active case load and submit agent evidence into drug vault as needed

Review and approve all complaints, warrants and commitments

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Must have an advanced certification as a peace officer from the Texas Commission on Law Enforcement (TCLOE)

Must have at least ten (10) years of law enforcement experience

Law enforcement supervision experience is required

Computer knowledge

Must have personal computer knowledge

Ability to learn new computer software

Must be familiar with Microsoft Windows products

Language Skills

Ability to read, analyze and interpret complex documents

Ability to respond effectively to the most sensitive inquiries or complaints

Ability to write speeches and articles using original or innovative techniques or style

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management and public groups

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference and apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Certificates, Licenses, Registrations

Completion of TCOLE course 3737-New Supervisor (first line) course is **preferred**.

Must have a current Texas Operator's Driver's License.

Must be able to be insured by the County's Insurance carrier.

Must pass a criminal background check, drug test and credit report check.

Knowledge, Skills, and Abilities

Knowledge of:

Undercover methods and procedures including patrol, surveillance, covert monitoring, investigation and identification techniques

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Courtroom ethics, demeanor and decorum in providing testimony related to criminal cases.

Offensive and defensive weapons nomenclature and theory

Use of firearms and other modern law enforcement equipment

Self-defense tactics

Interview and interrogation techniques and methods

English usage, spelling, grammar and punctuation

Pertinent federal, state and local laws, regulations and codes

Principles and practices of legal document preparation including citations and arrest warrants

Division Standard Operating Procedures and directives

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Health & Safety Code

Ability to:

Accurately observe and remember names, faces, numbers, incidents and places

Use and properly care for firearms

Understand, interpret and apply laws and Standard Operating Procedures (SOP's)

Prepare clear, accurate and grammatically correct written reports; communicate clearly and concisely, both orally and in writing

Maintain confidentiality in the performance of duties

Analyze situations quickly and objectively and take necessary emergency action

Identify potential crime situations or traffic hazards and take preventative action

Learn the operation of standard equipment and facilities required in the performance of assigned tasks

Establish and maintain cooperative working relationships with those contacted in the course of work

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Effecting arrests
- Subduing resisting individuals
- Lifting and carrying light to heavy materials and individuals
- Conducting covert surveillance
- Running, walking, crouching or crawling during investigative operations
- Climbing stairs/ladders
- Walking, standing or sitting for extended periods of time
- Operating assigned equipment and vehicles.

Effectively deal with personal danger which may include exposure to:

- Armed or dangerous persons
- Communicable diseases
- Firearms
- Excessive noise
- Inclement weather

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment and vehicles
- Communicating with others

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality

Exercising sound judgment and rational thinking under dangerous circumstances.

Evaluating various options and alternatives and choose an appropriate and reasonable course of action

Demonstrating intellectual capabilities including during training and testing processes

Effectively handle a work environment and conditions which may involve:

- Working in intense life threatening conditions
- Exposure to various weather conditions

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must regularly lift and/or move up to twenty (25) pounds, occasionally lift and/or move up to one hundred (100) pounds, and in emergency situations, lift persons with body weight ranging from one hundred (100) to two hundred fifty (250) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

