

Prior Service Verification Law Enforcement Patrol Officers

Name of Office Applied to: Williamson County Attorney's Office

Position Applied for: Chief Investigator

Name of Applicant: Melissa Hightower

Date of Application: 12/31/2012

Description of Prior Service:

Agency: <u>Bexar County District Attorney's Office</u>	Dates of Continuous Service: <u>01/02/1997 – 06/26/1998</u>
Position(s) Held: <u>Criminal Investigator</u>	
Duties:	Conducted preliminary & follow up investigations of all types of crime from theft to Capital Murder. Collected/preserved evidence at a crime scene, made arrests as necessary, interviewed victims/witnesses/suspects, searched/transported prisoners & testified in court. Filed complaints/performed other work related to processing misdemeanor/felony complaints, enforced court orders and prepared reports of arrests and other activities. Responded to calls and questions from law enforcement and the public.

Agency: <u>Northside ISD Police</u>	Dates of Continuous Service: <u>02/28/1996 – 01/01/1997</u>
Position(s) Held: <u>Patrol and campus officer</u>	
Duties:	Patrolled in radio equipped car, answering calls for the protection of life, property & enforcement of applicable law. Conducted preliminary & follow up investigations of disturbances, prowlers, burglaries and other crimes. Responded to calls related to traffic incidents and emergencies, advising motorists and enforcing safety laws. Collected and preserved evidence at a crime scene, made arrests, interviewed victims/witnesses/suspects. Transported prisoners. Filed complaints in misdemeanor and felony cases. Prepared reports of arrests and activities performed.

Agency: _____	Dates of Continuous Service: _____ - _____
Position(s) Held: _____	
Duties: _____	

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Position(s) Held: _____	
Duties: _____	

I hereby affirm that I served in the above positions for the time periods listed.


Melina H. Hines
Applicant/Employee

1/3/13
Date

I hereby affirm the information listed above and recommend that the applicant/employee be granted credit for at least 3 years of prior service.



Elected Official - Chief Deputy



Date