

FUNCTIONAL TITLE: *CPI Special Investigator*

Job

OVERVIEW

Description:

Work involves investigating cases that are of a high profile or high-risk and may require a joint investigation with local law enforcement due to alleged criminal acts. Assists the Department of Family and Protective Services (DFPS) Investigation Supervisors by providing consultation and complex situations. Provide forensic investigation techniques and investigation skills. Accompanies DFPS staff on investigations and provides information on criminal statutes, law enforcement procedures, and legal issues when circumstances warrant. Provides feedback to DFPS staff on effective investigation techniques from a law enforcement perspective, may carry a small caseload within the unit, provides training to and serves as a consultant to DFPS staff. Interacts routinely with DFPS staff, supervisors, clients, law enforcement professionals, medical professionals, legal professionals and others involved in the investigative process. Attends civil and criminal court proceedings as required.

A Child Protective Investigations Special Investigator- [SAO CPI SI Investigator](https://hr.sao.texas.gov/Compensation/JobDescriptions/R1353.pdf).

WHY WORK FOR DFPS?

The Texas Department of Family and Protective Services (DFPS) is responsible for protecting the unprotected — children, elderly, and people with disabilities — from abuse, neglect, and exploitation. DFPS accomplishes this responsibility by employing over 12,000 workers who live up to the agency's [Mission, Vision, & Values](http://www.dfps.state.tx.us/About_DFPS/mission.asp) in service to the citizens of Texas.

DFPS is not only a qualifying organization for the [Service Loan Forgiveness Program](https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service), which forgives the remaining balance on college student Direct Loans after making 120 qualifying monthly payments, but also offers [excellent health benefits](https://ers.texas.gov/Benefits-at-a-Glance/Health-Benefits), special discounts on many products and services through the [Discount Purchase Program](http://www.beneplace.com/home.jsp?Client_UserId=7195457), a lifetime monthly retirement annuity as well as TexaSaver 401(k) and 457 Programs under the [Employees Retirement System](https://ers.texas.gov/Benefits-at-a-Glance/Retirement) of Texas. An additional benefit you will receive is 12 days of paid annual leave, 12 sick days, and the potential to earn up to four days of administrative leave each year. Your annual paid leave accrual increases as your tenure increases.

HELP US MAKE A DIFFERENCE:

To explore more of what Investigation Specialists do, click [here](https://www.dfps.texas.gov/Jobs/CPS/cpi_special_investigator.asp).

To view a realistic online video about Child Protective Investigations workers and clients, please click [here](http://www.dfps.state.tx.us/Jobs/CPS/working_at_cps.asp).

You will also have access to a self-assessment that will help you determine if this type of work is something that is a good fit for you.

Essential Job Functions:

Conducts specialized investigations of child abuse and neglect, as required by management.
Serves as a resource and trainer to DFPS Staff on forensic interview skills and techniques.

Identifies and provides for staff development and training needs in the area of forensic child abuse and neglect

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investigation to achieve and enhance quality performance of unit staff.

Develops and maintains communication and working relationships within and outside the agency, particularly with professionals associated with law enforcement investigations.

Provides expert consultation to DFPS staff and the community on complex issues associated with forensic child abuse and neglect investigations.

Conducts in-depth interviews to accurately obtain information to determine immediate or long-term risk of abuse or neglect; models advanced interviewing techniques for other workers.

Assesses family dynamics and functioning to determine degree and type of agency intervention needed.

Prepares and provides sufficient case documentation (including forms and narratives) to provide a complete and accurate record on cases, including legal documentation or testifying in court for all necessary court cases.

Reviews cases identified by Child Safety Specialists for specific risk factors or assistance with forensic investigation techniques, in order to ensure staff develop and implement appropriate casework actions and case plans.

Attends training and participates in professional development as required by agency and/or supervisor.

Performs other duties as assigned and required to maintain unit operations.

Promotes and demonstrates appropriate respect for cultural diversity among coworkers and all work-related contacts.

Attends work regularly in accordance with agency leave policy.

Registrations, Valid Texas Driver's License

Licensure

Requirements TCOLE Intermediate License, out of state Peace Officer license, Federal Law Enforcement Officer Certification or Military experience comparable to Texas Peace Officer.

or

Certifications:

Preferred:

A current, Licensed Texas Peace Officer or have been a licensed Peace Officer in the State of Texas in the past two years.

TCOLE Advance or Master Peace Officer License or equivalent from an out of state law enforcement agency or the United States Military.

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Out of state law enforcement agency, Federal Law Enforcement Agency or United State Military licenses and certifications comparable to a Texas Peace Officer are acceptable.

Knowledge Supervisor will determine appropriate knowledge, skills and abilities.

Skills Abilities: Knowledge of Texas criminal and civil law relating to abuse and neglect of children.
Knowledge of forensic interviewing techniques.
Knowledge of normal child development and family dynamics, including problem areas of domestic violence, substance abuse, criminal activity.
Knowledge of community resources, particularly within the law enforcement community, and their use for addressing child abuse and neglect problems.
Skill in forensic interviewing of children and adults.
Skill in determining risk of harm to children.
Skill in applying crisis intervention techniques.
Skill in investigating and resolving difficult child abuse or neglect cases.
Skill in verbal and written communication.
Ability to establish and maintain effective working relationships with employees, agency staff, law enforcement personnel and community stakeholders.
Ability to evaluate investigation records in relation to the department standards for quality.
Ability to analyze reports and produce comprehensive documents regarding findings.
Ability to train staff in forensic interview techniques.

Initial Screening Criteria:

- Graduation from an accredited high school or equivalent.
- Five years as a Peace Officer with investigation duties related to property crimes and/or crimes against persons.
- Experience involving the use of forensic investigation skills is a must. Examples of desired forensic investigation skills are: interviewing and locating suspects, victims and witnesses, collecting evidence, experience in obtaining credible and reliable victim, witness and suspect statements and report writing.
- Substitution for Intermediate TCOLE Certification: Basic Peace Officer License through TCOLE or comparable out of state agency, military, or federal law enforcement agency certifications and two years as a CPI Investigator.

Preferred:

- o Sixty (60) hours college credit from an accredited college or university.
- o Two (2) years' experience as a Detective/Investigator investigating and working with multidisciplinary teams on the investigation of child abuse and neglect or other crimes against persons.

This position may be filled at a CPI Senior Investigator Trainee or a CPI Senior Investigator IV. Factors such as education and experience may be considered when determining the classification to be used for hire.

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Final Selection Criteria: Final selection will be based on evaluation of the application for employment, candidate's interview performance, and satisfactory completion of all pre-employment due diligence, reference checks and background checks.

Additional Information: A VIRTUAL Hiring Fair will be held on Tuesday, October 31, 2023. Same Day Interviews will be offered.

This requisition will be used to fill multiple vacancies. Headquarters location will be determined based on applicant selection.

Applicants selected for this position are also eligible to receive a \$416.66 monthly increase in addition to the base salary. Applicants hired into an investigative position will receive this increase the first of the month following 120 days of tenure. Once employed, the incumbent must remain in an investigative position to continue to receive the additional pay.

Interview Requirements: Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

MOS Code: Note: Military occupation(s) that relate to the initial selection criteria and registration or licensure requirements for this position may include, but not limited to: 31B, 31D, EOD, 401, 5819, 7S0X1. All active duty military, reservists, guardsmen, and veterans are encouraged to apply if qualified to fill this position. For more information, see the Texas State Auditor's <https://hr.sao.texas.gov/CompensationSystem/JobDescriptions> Military Crosswalk.