

Police Investigator Job Description



Job Title:	Police Investigator	FSLA:	Nonexempt
Reports to:	Assigned Police Sergeant/Captain	Pay Grade:	POL
Dept./School:	Police Department	Calendar Days:	257
Appointed by:	Chief of Police	Revised:	7.29.2025

Primary Purpose

The Police Investigator is responsible for conducting follow-up investigations of incidents involving AISD students, personnel, and property, assisting in gathering information or evidence for court or administrative use, and preparing detailed synopses of such events.

Qualifications

Education/Certification:

- High School Diploma or GED
- Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
- Intermediate Peace Officer Certification; advanced or higher Peace Officer Certification preferred
- Clear and valid Texas driver's license with appropriate insurance coverage

Special Knowledge/Skills:

- Knowledge of the Aldine ISD Student Code of Conduct
- Proficient understanding of the Texas Penal Code, Education Code, Juvenile Law, and processing procedures
- Ability to operate various police-related computer systems
- Strong verbal and written communication skills across various formats, including letters, memos, and emails
- Demonstrated ability to work independently with minimal supervision and effectively as part of a team
- Willingness and ability to work long or extended hours, including night assignments on short notice
- Must demonstrate the ability to be available 24 hours a day
- Adherence to Aldine ISD Police Department dress and grooming standards
- Consistent record of excellent attendance

Experience:

- Minimum of three (3) years of experience as a full-time police officer commissioned with a TCOLE certified police agency
- No sustained IAD or Administrative Complaints in the last one (1) year

Major Responsibilities and Duties

1. Support and assist the officers and administration in their efforts of fulfilling the School Boards' goal of providing a safe environment to learn.
2. Maintain confidentiality, discretion, and professionalism regarding personal, sensitive, or confidential information—whether verbal, written, or electronic—and do not disclose such information without the express consent or direction of a supervisor

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3. Exhibit regular and timely attendance at work
4. Conduct follow-up investigations of incidents involving AISD students, personnel and/or property
5. Assist AISD Administration, staff and officers with the gathering of information or evidence for use in court or administrative purposes
6. Assist school staff in emergency situations
7. Respond to calls for assistance from AISD Personnel for incidents occurring on and off AISD Property
8. Prepare detailed synopsis of events and incidents occurring on/off AISD Property, but involves AISD students or personnel
9. Recovery of stolen property belonging to AISD from other law enforcement agencies, pawnshops and/or persons who have possession of property
10. Acts as a liaison with other federal, state, county or local agencies
11. Conducts surveillance of incidents involving crimes against persons, property and/or public
12. Prepares cases of crimes against persons, property and/or the public for presentation to the District Attorney
13. Enforces rules and regulations approved by the Board of Education and the school administration
14. Appears in court as a witness if summoned
15. Performs other job-related duties as assigned

Supervisory Responsibilities

None.

Evaluation

The evaluation of the Police Investigator is a responsibility resting with the Chief of Police, or designee. An evaluation shall be completed in writing at least once during the course of the school year.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: District vehicle; possible use of firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher; standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Frequent keyboarding/mouse, occasional driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside work outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

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Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.