

BRAZORIA COUNTY JOB DESCRIPTION



Job Title	Homeland Security Specialist	Department	Sheriff's Office – Criminal Investigations Division
Grade	38	Reports To	Investigations Support Lieutenant
FLSA Status	Non-exempt	Hours	M-F, 8a-5p, and additional hours as job requires
Last Updated	March 2025	Approved by	Chief Patin

SUMMARY

Under general supervision, the Homeland Security Specialist works with the Public Sector and Critical Infrastructure; collaborating with law enforcement agencies, government officials, and other stakeholders to ensure that public safety and national security is protected. As such, the specialist will conduct investigations, gather intelligence, utilize confidential human sources, analyze intelligence reports, identify potential threats, develop mitigation strategies, and implement plans to keep the public and physical assets safe.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Carry out the Sheriff's Mission and Vision and adhere to the Office's Core Values; Trust, Service, Community;
- Cultivates high morale and team culture within the Patrol Unit;
- Performs all services at a high-level and is customer service oriented;
- Maintains proficiency in all essential functions of a uniformed Deputy Sheriff and remains proficient in the use of standard firearms and law enforcement related equipment.
- Develops and implements plans and procedures to prevent and respond to acts of terrorism, natural disasters, and other emergencies;
- Collaborates with intelligence agencies, law enforcement, and emergency management officials to share information and coordinate response efforts;
- Collects, analyzes, and disseminates intelligence information through confidential investigations, analysis of information, and proper liaison with various officials and other sources of information targeting terrorist and transnational criminal organizations;
- Enhances information and intelligence sharing between law enforcement agencies and public and private sector critical infrastructure entities;
- Conducts threat, risk, and vulnerability assessments and implements countermeasures and response plans to minimize the impact of potential hazards or threats to national security;
- Provides training and education to public and private sector partners on emergency preparedness and response procedures;
- Coordinates exercises and drills to test response plans and improve coordination between agencies;
- Conducts investigations into potential threats or incidents of terrorism, gathers information and intelligence, and provides analysis and recommendations to decision-makers;

- Serves as a liaison to community groups, businesses, educational institutions, and other stakeholders to promote emergency preparedness and response efforts;
- Develops and maintains partnerships with international organizations to strengthen international security and enhance response capabilities;
- Attends trainings, meetings, and conferences to maintain knowledge of the Homeland Security Threat Landscape, vulnerabilities, mitigation techniques, response processes, and technology products;
- Provides efficient and professional testimony in various court settings related to the performance of duties;
- Required to work as an essential employee before, during, and after an emergency or disaster;
- Demonstrates good physical condition, sufficient to safely and properly perform essential duties, through completion of the Office's physical testing protocols or other applicable physical examinations;
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: -- TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF KNOWLEDGE, SKILLS, AND/OR ABILITIES REQUIRED TO PERFORM THE LISTED ESSENTIAL FUNCTIONS.

Knowledge of:

- County, State, and Federal laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process;
- Court systems and procedures;
- Evidence collection and handling;
- Modern office procedures and equipment;
- Homeland Security; Critical Infrastructure; Physical Security; Personnel Security; Executive Protection; Threat, Risk, and Vulnerability Assessments; Identification of Improvised Explosives; Bomb Threat Procedures; Active Shooter Response; Mass Casualty Incident Management; Emergency Management; Emergency Response Planning; Crisis Management; Intelligence Gathering; Managing Confidential Sources; Complex Criminal Investigations; Interviewing Techniques; Surveillance Operations; Undercover Operations; High Risk Operations; National Incident Management System Framework.

Skills and Abilities:

- Safely operate law enforcement vehicles;
- Operating a computer and various software applications;
- Use and care for law enforcement weapons, firearms, and equipment;
- Administer first aid
- Use appropriate physical and defensive tactics;
- Decide the appropriate use of force and use of deadly force;
- Remain calm and make sound decision in stressful or dangerous situations;
- Use initiative, discretion, and decision making within established procedures, guidelines, and rules;
- Maintain strict confidentiality;
- Communicate, both written and oral, to interact with a variety of people, from crime victims to suspects, and to accurately document and report incidents;
- Solve problems by analyzing situations to quickly and draw logical conclusions even in high-pressure or stressful situations;
- Use empathy and interpersonal skills to provide emotional support to victims of crimes, persons in crisis, and to interact with diverse populations;
- Establish and maintain cooperative working relationships with judges, managers, supervisors, employees, external public agencies and organizations, attorneys, bonding companies and the general public.

EDUCATION, REQUIREMENTS, AND TRAINING: -- *THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE COUNTY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.*

EDUCATION, EXPERIENCE & TRAINING GUIDELINES:

- High school diploma or equivalent;
- Must be 21 years of age.
- Bachelor's Degree in Criminal Justice, Homeland Security or an appropriate specialized field of study; OR
- Any equivalent combination, experience, and training which provides the required knowledge, skills, and abilities to perform the job.

LICENSE & CERTIFICATION REQUIREMENTS:

- Valid Texas Driver's License;
- Basic TCOLE Peace Officer certification.

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 POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.*

Environmental Conditions: Duties and trainings are generally performed within Brazoria County in both indoor and outdoor environments. Occasionally, duties and trainings are performed outside Brazoria County. Exposure to extreme and stressful environmental conditions may include, but not limited to: Natural disasters; Manmade disasters; High-voltage areas; Low-light to no light conditions; Bright light conditions; Confined spaces;

Physical Demands: Certain physical abilities are required to ensure the essential functions of the position are able to be performed. These abilities may include, but not limited to: Walking, running, standing, sitting, kneeling, bending over for long periods of time; Carry, push, pull, drag, or hold light to medium objects; Maintain rational decision-making abilities in high-stress situations; Engage in high-stress and challenging training scenarios; Speak and hear in order to communicate effectively in person, through telephone, and through emergency radios.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.