ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Sergeant (Professional Standards)
Job Code: 6085
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to conduct investigations regarding allegations and complaints against department personnel.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives citizen complaints regarding officer conduct: interviews complainant regarding details of incident and officers or employees involved; determines policy violations associated alleged actions of the employee(s); obtains and reviews body-worn camera footage; interviews employee and other witnesses; prepares written report regarding incident facts, as well as recommendations regarding policy compliance; and prepares and sends investigation completion notice to complainant.

Conducts administrative investigations for non-compliant related incidents involving serious misconduct, use of excessive force, use of lethal force, employee criminal conduct, breaches of civil rights, and incidents likely to result in civil litigation: gathers information regarding incidents, including conducting interviews, reviewing body-worn camera footage and incident reports, etc.; prepares and submits employee notifications; coordinates with City Attorney's Office, District Attorney's Office, and other law enforcement agencies, as needed; places employees on

investigation related suspension or administrative duty; prepares and submits synopsis of body-worn camera footage, synopsis of any interviews, a list of established facts, as well as recommendations about policy compliance; and provides routine updates to the command staff, or others, regarding investigation progress and/or results.

Reviews use of force and pursuits: obtains and reviews initial report submitted by the involved employee, body-worn camera footage, and interviews completed by on-duty supervisors; conducts interviews with citizen, involved employees, employees of other agencies, and Fire/EMS personnel; and prepares and submits synopsis of body-worn camera footage, synopsis of any interviews, a list of established facts, as well as recommendations about policy compliance.

Performs other duties in support of department operations: maintains files of on-going and completed internal investigations; performs quality control audits for employee vehicle accident investigations, reports for property damaged by employees, body-worn camera footage, and mobile computer terminal messages; compiles employee concise history reviews; obtains and submits all internal files for background investigators for current employees who are in hiring processes at other agencies; provides guidance to supervisors who are conducting investigations outside of the Professional Standards section; and drafts corrective action forms for completed investigations.

Facilitates and leads training regarding the functions of the Professional Standards section for newly hired employees, the Citizen Police Academy, new basic law enforcement training graduates, newly promoted supervisors, or others.

Communicates with Police command staff, supervisor, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, incident reports, investigative reports and summaries, use of force reports, corrective action forms, concise histories, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Criminal Justice or a related field required; supplemented by three years of experience in law enforcement, investigations or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain North Carolina Basic Law Enforcement certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary

to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.