ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Sergeant (Criminal Investigations)
Job Code: 6160
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide first line supervision of police detectives in an assigned unit to investigate criminal activity, gather evidence, prepare cases for prosecution and to enforce all local, state, and federal statutes, ordinances, laws, and regulations.

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.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops, distributes, and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Supervises investigative and other law enforcement activities, such as financial, vice, homicide, abduction, missing persons, child abuse/neglect/exploitation, abuse of elderly, drugs, auto theft, property, robbery, assault, or gang-related investigations, providing law enforcement support and resources in schools, crime prevention activities, etc.: receives and reviews reports of crimes submitted by Police Officers, tip lines, social service agencies, school officials, other law enforcement agencies, etc.: gathers and evaluates intelligence; determines and identifies nature of crime; determines operational plans, such as surveillance, drug purchases, search warrants, arrests, threat assessments, assistance from tactical teams and other agencies, safety plans, critical incident and/or tactical response, logistical needs, crowd control tactics and techniques, etc.; assigns cases and tasks to detectives or other subordinate staff; and ensures that operations are conducted safely and effectively.

Investigates complaints against unit personnel: conducts investigations of officers resulting from complaints or allegations of misconduct; and researches, recommends, administers, and documents counseling resulting from officer misconduct.

Conducts case reviews and related inspections and audits: reads and reviews case and supplemental reports; verifies accuracy and completeness; monitors status of on-going investigations; evaluates, provides guidance, and recommends investigative plans, progress, and techniques; inspects equipment; downloads data from body worn cameras, tasers, etc. and reviews and logs receipts for confidential funds and maintains and provides related documentation for audits.

Enforces all applicable codes, ordinances, laws, and regulations (both traffic and criminal) to protect life and property, prevent crime, and promote security.

Conducts field work such as supervising crime scenes and conducting investigations: supervises, facilitates, and participates in the collecting evidence, interviewing suspects, victims, witnesses, and others, conducting surveillance, tailing suspects, executing search warrants, managing confidential informants, etc.; coordinates with patrol regarding crime scene security; coordinates with media regarding crime scene and investigation coverage; and schedules, maintains, and works an on-call rotation.

Performs public relations duties and coordinates work activities with other local, state, and federal law enforcement agencies and other organizations, such as neighborhood associations, educational institutions, volunteer organizations, event and community organizers, etc.: serves as a liaison to APD to collaborate on individual cases, as well as community issues and concerns; participates on boards, commissions, task forces, committees, etc., as assigned; attends meetings; conducts presentations and provides information and recommendations regarding safety, crime trends and prevention, drug abuse, investigations, law enforcement activities, etc.; and plans and attends community outreach events.

Performs other administrative duties in support of division activities: manages rental vehicle use and related contracts, including soliciting, evaluating, and selecting quotes from vendors and preparing and submitting purchase requests; and maintains seized / undercover vehicle fleet, including scheduling maintenance and scheduling use for operations.

Facilitates and attends unit meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; reads professional literature; and maintains professional affiliations and certifications.

Operates and maintains various equipment associated with law enforcement to complete work assignments, such as police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment, and other law enforcement tools and equipment.

Communicates with supervisor, subordinates, other City employees, the public, media, 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, inspections, time sheets, special events permit, staff reports, secondary report, operations plans, after action reports, crime reports, Department of Social Services reports, criminal histories and related audits, case supplements, forensic reports, peer support audits, inspection reports, sexual assault kit logs, juvenile holding log, medical examiner reports, subpoenas, employee and on-call schedules, confidential informant packets, money expenditure reports, threat assessments, search warrants, critical incidents reports, tip line logs, confidential fund logs and reports, lesson plans and training materials, sniper and other training reports 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, database, 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, Public Safety, or a related field required; supplemented by three years of experience in criminal 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 and Criminal Investigations. Depending on area of assignment, may be required to obtain and maintain additional certifications.

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 requiring complex and/or rapid adjustments.

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

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

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: [Delete all that do not apply] Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, toxic agents, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

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.