



Police Investigative Sergeant

Summary

Supervise sworn and non-sworn staff involved with criminal investigation activities; participate in a wide variety of investigative duties; direct and perform specified staff assignments.

Class Characteristics

General direction is provided by the Police Lieutenant; responsibilities include the direct supervision of operational staff.

This class is a first supervisory level over criminal and crime scene investigations and is responsible for directing the work of Police Investigators and others. Incumbents also perform complex investigation and case documentation assignments. Positions are rotational with incumbents assigned to the investigative unit for a specified period of time as determined by the Police Chief. This class is distinguished from Police Lieutenant which has management responsibility for the direction of a watch, section, or shift. This class is further distinguished from Police Sergeant in that the latter is the first supervisory level over patrol, traffic, juvenile, crime prevention and similar law enforcement functions.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, assign, direct, and review the work of Police Officers and other assigned staff and activities of the detective unit; provide guidance and direction to investigators and interpret points of procedure, policy, and regulations for conduct of criminal and crime scene investigations; supervise and coordinate crime scene activities, guide and direct officers, and ensures crowd control and the protection of evidence and the scene.

Coordinate complex and special investigations and supervise routine investigations; assist or provide direction to Police Investigators with unusual, complex, or emergency situations.

Confer on and coordinate police activities and personnel issues with other supervisory personnel; conduct briefings and provide instruction and on-the-job training to assigned staff; recommend additional or specialized training.

Respond to and resolve citizen complaints regarding investigative activities, within established guidelines and authority.

Review submitted reports and records and direct corrections as needed.

Investigative duties including interviewing suspects, witnesses and victims, reviewing physical evidence, analyzing information from varied sources, documenting findings, and preparing cases

for court; testify as subpoenaed in court.

Prepare reports and statistical data and maintain a variety of records; appraise employee performance, counsel employees regarding work performance and procedure, and document disciplinary issues.

Perform related duties as assigned.

Skills/Abilities:

Plan, assign, supervise, and review the work of others.

Conduct complex and detailed investigations of criminal activities and incidents.

Assess emergency circumstances and develop, implement and direct appropriate response strategies.

Remain calm and take appropriate action in difficult situations.

Read, interpret, and apply complex laws, procedures and policies.

Observe and accurately recall places, names, descriptive characteristics and facts of incidents.

Maintain accurate records and prepare clear and concise reports and other written materials.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles, methods, and techniques related to the investigation of crime scenes, physical evidence, and criminal activities.

Principles, practices, techniques, and equipment used in law enforcement, patrol, crime scene, pursuit and apprehension of suspects, and arrest and custody of prisoners.

Laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.

Basic supervisory principles and practices.

Safety practices and precautions pertaining to the work.

Use and care of firearms.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Four years of law enforcement experience as a Police Officer which has included at least one year in an investigative capacity. Completion of college level course work in criminology, law enforcement, social sciences, public administration, or a closely related field may be substituted for the experience outlined above on a year for year basis to a maximum of one year.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must possess P.O.S.T. basic and intermediate certificates.

A P.O.S.T. supervisory certificate must be obtained within eighteen months of appointment.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Non-exempt