

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LIEUTENANT-INVESTIGATIVE SERVICES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct activities of the Investigative Services Division of the Sheriff's Department, which may include Narcotics, ICE, Detectives, or other area. Duties and responsibilities include supervising staff and activities of assigned division, developing division policies and budget documents, processing division documentation, assisting staff in handling complex/unusual situations, responding to major crimes/incidents, providing protection of life and property, enforcing laws, and performing specialized duties within the area of assignment. Reports to Captain of the Investigative Services Division.

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 of police officers or other workers, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules to ensure adequate coverage; monitors status of work activities; consults with assigned staff, assists with problem situations, and provides technical expertise.

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

Interprets and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, general orders, policies and procedures; ensures prompt execution of department rules, regulations, and orders; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Communicates with commanding officers, supervisory personnel of adjoining shifts, other divisions/units, and other individuals to gather/exchange information on orders, problems, special situations, or other areas requiring attention; relays pertinent information to assigned staff; coordinates work activities with those of other divisions and other law enforcement agencies.

Prepares work schedules to ensure adequate coverage; assigns work assignments and other tasks.

Reviews reports and documentation generated by officers on assigned shift after being reviewed by the Sergeant; follows up on outstanding issues.

Reviews employee time cards, leave requests, overtime requests, education requests, or other forms after being reviewed by the Sergeant; signs or revises requests/forms as appropriate, and forwards to commanding officer.

Coordinates training activities of assigned officers; ensures that each officer meets annual POST requirements.

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Performs administrative functions associated with operations of assigned area; compiles/analyzes data pertaining to division activities; assists with development and implementation of policies and procedures; assists with development and implementation of long and short term plans, goals, and objectives.

Monitors inventory levels of equipment, tools, forms, and supplies relating to area of assignment; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement items.

Investigates complaints or accidents involving personnel, vehicles, equipment, or operations of assigned shift; researches complaints from citizens and initiates problem resolution; responds to complaints from officers; conducts internal investigations as required.

Performs the duties of Captain in absence of same; commands all situations, incidents, police actions, or other activities occurring during shift until relieved by a commanding officer.

Conducts investigations and prepares cases for prosecution; assigns cases to detectives, supervises investigations, and assists with difficult/complex cases; directs or actively participates in major cases; reviews and coordinates investigative efforts; reviews casework conducted by detectives and assists in determining whether cases are ready for prosecution; assists in preparing cases for prosecution; formulates and implements strategic operations.

Assists with general law enforcement functions as needed; provides assistance and backup support to other officers as necessary; performs rescue functions at accidents, emergencies, and disasters; provides emergency response on a twenty-four hour basis as needed; provides assistance to other law enforcement or public service agencies as appropriate.

Participates in court activities; responds to court subpoenas; prepares case files and evidence for presentation in court; testifies and presents evidence during court.

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, stingers/stop stick emergency equipment, radar/laser equipment, alcohol testing equipment, drug testing kits, processing kits, handcuffs, baton, flashlight, fire extinguisher, measuring devices, photographic equipment, tape recorder, radio/communications equipment, telephone, hand tools, audio/visual equipment, or general office equipment; inspects and maintains assigned police vehicle, uniform, weapons, or other equipment.

Follows safety procedures and utilizes safety equipment; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, congested traffic, adverse weather conditions, and emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, schedules, budget documents, purchase requisitions, performance appraisals, press releases, logs, incident reports, accident reports, arrest reports, miscellaneous reports, case notes, case reports, crime scene charts/diagrams, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents.

Receives various forms, reports, correspondence, budget reports, purchase requisitions, time sheets, overtime requests, leave requests, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, database, or other computer programs.

Maintains records, logs, and files of division activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

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Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with command personnel, officers, employees, dispatchers, other divisions or departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, inmates, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

Assignment to Detective Division may involve the following additional functions:

Coordinates activities involving domestic violence crimes; supervises, reviews and maintains records on domestic violence investigations as mandated by Tennessee law; provides teaching/instruction to department personnel, other law enforcement agencies, or other groups in areas such as domestic violence issues, child abuse, crimes against children, and related topics; participates on task forces, review boards, or other agencies involving domestic violence or other criminal activities; participates in reviews of deaths of children under age 17 as required by Tennessee law; attends required meetings.

Performs the duties of Detectives as needed; conducts investigations; examines crime scenes for clues/evidence; collects and preserves evidence; interviews witnesses and suspects; conducts searches, stakeouts and undercover operations; makes arrests and transports arrestees; recovers stolen property; prepares cases for prosecution.

Assignment to Narcotics Division may involve the following additional functions:

Assists with development of budget and monitors expenditures to ensure compliance with approved budget; makes purchasing recommendations and coordinates purchasing activities.

Inspects vehicles, uniforms, weapons, and equipment assigned to officers; checks emergency equipment for proper operations; assists in coordinating maintenance and repair of department vehicles.

Coordinates activities involving domestic violence crimes; supervises, reviews and maintains records on domestic violence investigations as mandated by Tennessee law; provides teaching/instruction to department personnel, other law enforcement agencies, or other groups in areas such as domestic violence issues, child abuse, crimes against children, and related topics; participates on task forces, review boards, or other agencies involving domestic violence or other criminal activities; participates in reviews of deaths of children under age 17 as required by Tennessee law; attends required meetings.

Oversees disbursements of confidential funds utilized for drug investigations; monitors/approves payments and receipts; maintains financial records.

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Performs the duties of Detectives as needed; conducts investigations; examines crime scenes for clues/evidence; collects and preserves evidence; interviews witnesses and suspects; conducts searches, stakeouts and undercover operations; makes arrests and transports arrestees; recovers stolen property; prepares cases for prosecution.

Assignment to ICE division may involve the following additional functions:

Patrols designated interstate areas via motor vehicle, on foot, or by other means to detect and deter criminal activity and traffic violations; checks suspicious vehicles, persons, or situations; maintains high visibility in the community; travel at high speeds and reports observed safety hazards or unsafe conditions such as missing, fallen, or damaged street or warning signs.

Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, natural disasters, public service duties, stranded motorists, motorist lockouts, or other problem situations.

Prevents/discovers commission of crime; writes citations; apprehends, arrests, and processes criminals, fugitives and offenders; pursues fleeing suspects; conducts searches of suspects or arrestees.

Conducts preliminary investigations of complaints or incidents; interviews victims, complainants and witnesses and records statements; gathers information and evidence; secures crime scenes and protects integrity of evidence; prepares detailed reports and sketches.

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering CPR or first aid, or extinguishing small fires.

Enforces vehicle operating laws, parking laws, and DUI laws; conducts sobriety tests; uses visual observation and pacing to enforce speed laws.

Responds to traffic accidents/complaints; investigates collisions/accidents involving fatalities, personal injuries, and hit-and-run drivers; measures accident scenes and makes drawings of accidents; reviews evidence, reconstructs accidents, and makes recommendations; investigates traffic hazards; coordinates removal of debris, animals, or other hazards from roadways.

Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, parades, special events, funerals, businesses, or other situations as appropriate.

Transports arrestees, members of the general public, or other individuals as required.
Operates a variety of equipment which may include density meter and scope.

Investigates suspicious activity and cases dealing with money laundering, tax evasions, and terrorist activity.

Utilizes police K-9 unit to detect drugs, track/apprehend suspects, or search for lost/missing persons; conducts searches of vehicles, buildings, or premises with K-9 to locate narcotics or individuals; grooms, cleans and maintains K-9 unit; maintains dog kennel and related equipment; conducts K-9 training; demonstrates skills/abilities of K-9 unit to schools, churches, and civic groups.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Responds to major calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, narcotic violations, natural disasters, public service duties, stranded motorists, or other problem situations.

Assumes command of major/critical incidents, participates in difficult/sensitive situations, and coordinates multi-agency calls; assesses/evaluates incident scenes, determines necessary manpower allocation, and ensures utilization of proper methods to preserve evidence; requests and directs additional emergency personnel, other units, departments, outside agencies, or others as needed.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by completion of basic police officer training program; supplemented by three (3) years previous experience and/or training involving progressively responsible law enforcement, patrol work, criminal investigations, training, supervision, and work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Must possess and maintain valid Firearms Certification, ASP Tactical Baton Certification, and Chemical Weapons Certification. Must obtain Tennessee First Responder Certification during tenure in the job. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license. Assignment to F.A.S.T. Team requires valid certifications in specific areas of instruction (such as chemical weapons, firearms, submachine gun, or other area) and valid Basic S.W.A.T. Team Training certification. Assignment to Marine Patrol functions may require possession and maintenance of valid Boating & Safety Officer certification. Assignment to Field Training functions may require possession and maintenance of valid Field Training Officer certification and/or other certification in specific area of instruction (such as CPR, firearms/weapons, traffic radar, or other area).

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 apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and 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; ability to utilize principles of fractions; ability to interpret graphs; ability to

compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference; ability to perform and interpret statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, and factor analysis.

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 heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: 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, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date