

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SERGEANT-INVESTIGATIVE SERVICES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise a shift of officers, maintain law and order, and perform specialized police work within the Investigative Services Division of the Sheriff's Department. Duties and responsibilities include supervising assigned officers, coordinating work activities, performing administrative tasks, processing documentation, providing protection of life and property, enforcing federal, state and local laws, responding to emergency/non-emergency situations, investigating criminal activity, issuing citations, arresting violators, and performing specialized duties within the assigned area. Reports to Lieutenant of assigned 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.

Supervises daily activities of the Investigative Services Division in conducting investigations and preparing cases for prosecution; assigns caseload of investigations to detectives; provides advice, consultation, and expertise on complex/difficult cases; reviews investigations and casework conducted by detectives; formulates and implements strategic operations; assists in determining whether cases are ready for prosecution.

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.

Assists in ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, general orders, policies and procedures; assists in ensuring 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 units/divisions, 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 units/divisions and other law enforcement agencies.

Prepares work schedules to ensure adequate coverage.

Reviews reports and documentation generated by officers on assigned shift; follows up on outstanding issues.

Rutherford County, Tennessee • Sergeant-Investigative Services

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

Performs administrative functions associated with operations of assigned area; assists with development and implementation of policies and procedures; assists with development and implementation of long and short term plans, goals, and objectives; assists with development of budget; coordinates purchasing activities and monitors expenditures to ensure compliance with approved budget.

Assigns equipment to shift officers and receives/checks-in equipment; inspects vehicles, uniforms, weapons, and equipment assigned to officers; checks emergency equipment for proper operations; assists in coordinating maintenance and repair of department vehicles.

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.

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

Monitors radio traffic involving officers, dispatchers, other department personnel, or outside agencies; monitors current weather conditions and news events.

Assumes command of incident scenes until relieved by commanding officer; assesses/evaluates incident scenes, determines necessary manpower allocation, and ensures utilization of proper methods to preserve evidence; requests and directs additional emergency personnel, equipment, units, other departments, outside agencies, or others as needed.

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

Enforces vehicle operating laws, parking laws, and DUI laws; conducts sobriety tests; uses visual observation and radar/laser speed detection units to enforce speed laws.

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

Provides assistance or backup support to other officers, dispatchers, court officers, jail personnel, emergency medical providers, fire department personnel, other law enforcement agencies, or other public service agencies as needed; provides emergency response on a twenty-four hour basis as needed.

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, 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, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, incident reports, accident reports, arrest reports, miscellaneous reports, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents.

Rutherford County, Tennessee • Sergeant-Investigative Services

Receives various forms, reports, correspondence, 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, or other computer programs.

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

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, informants, inmates, schools, the public, the media, community organizations, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

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 Criminal Investigation Division may involve the following additional functions:

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

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, or other problem situations.

Performs patrol of designated areas via motor vehicle, on foot, or by other means to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms at residences, businesses, and industries; checks suspicious vehicles, persons, or situations; maintains high visibility in the community; reports observed safety hazards or unsafe conditions.

Supervises investigations into gang activity; oversees administration of grant funds designated for use in fighting gang-related crimes; ensures appropriation of grant monies and equipment in accordance with grant guidelines; coordinates teaching of gang awareness to officers, school officials, parents, and citizen groups.

Supervises computer forensics unit activities involving restoration and retrieval of data from seized computers.

Rutherford County, Tennessee • Sergeant-Investigative Services

Supervises collection/analysis of criminal information and production of intelligence reports; maintains crime statistics map.

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:

Supervises maintenance of confidential funds utilized for drug investigations; approves disbursements of funds, records payments/receipts, and maintains account records.

Maintains narcotics drug locker; coordinates with evidence custodian on matters of evidence seizures.

Assigns ID number to informants; maintains informant log; reviews all special operations prior to the event.

ADDITIONAL FUNCTIONS

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

Conducts various errands as needed, which may include transporting documentation to courthouse or other locations, transporting bank transactions, transporting blood to hospitals in cases of emergencies, delivering emergency messages, or other tasks.

Prepares, obtains, and/or serves criminal/civil warrants 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 two (2) years previous experience and/or training involving law enforcement, patrol work, 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.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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; 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 rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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.

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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