



## Police Sergeant - CID Police

PD/4

### JOB SUMMARY

This position is responsible for supervising the department's criminal investigation activities, including the collection and preservation of evidence at crime scenes.

### MAJOR DUTIES

- Supervises and participates in the investigation of crimes; performs crime scene searches by photographing and diagramming scenes and evidence, checking for latent fingerprints, and collecting physical evidence.
- Assigns cases to Investigator and monitors progress.
- Identifies possible witnesses and suspects through observation at scene or reports of other officers or witnesses; conducts interviews to gather information and records statements.
- Maintains control over physical evidence collected; records and stores evidence; processes evidence; transports evidence to state crime lab for further processing.
- Determines probable cause and obtains search warrants; conducts authorized searches; obtains arrest warrants; makes arrests or turns warrant over to uniform patrol division or other police agencies.
- Gathers information related to cases; submits case information to court system for prosecution; assists courts with additional investigations; appears as a witness in local, state and federal courts.
- Prepares a variety of reports.
- Maintains contacts with community members who may provide information concerning possible criminal activities.
- Assists Juvenile Court in handling cases involving juveniles.
- Conducts stakeouts and undercover operations.
- Participates in departmental training programs.
- Performs uniform patrol duties as required.
- Performs other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of law enforcement administration.
- Knowledge of criminal investigation procedures.
- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.
- Skill in operating emergency vehicles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Police Chief assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include local, state and federal laws as well as department policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied investigative, law enforcement and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in criminal investigations. Success in this position contributes to the successful apprehension of suspects and the successful prosecution of crimes.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, court personnel, victims, witnesses, perpetrators, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Investigator (1).

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.