

JOB TITLE: Lieutenant - Investigations

DEPARTMENT: Police, Town of Rocky Mount

FLSA STATUS: Exempt - Salary

JOB SUMMARY: This position is responsible for supervisory and administrative work and directing the activities of the Criminal Investigations and Special Investigations units of the police department, as well as performing general law enforcement work to protect life and property in the Town.

MAJOR DUTIES:

Responsibility for the effective operation of the assigned division/unit and supervision of assigned personnel.

Responsibility for ensuring the effective performance of subordinates in compliance with the highest standards of police performance methods and techniques as defined by law, rules, regulations and ordinances.

Directs, plans, schedules and reviews the work of personnel in criminal investigations and services, Community Oriented Policing and Special Investigations Unit.

Assists superiors in planning new or improved procedures and/or programs.

Supervises activities of records and identification sections.

Interprets new laws, ordinances, rules, and regulations for subordinates.

Acts as liaison between personnel and the Chief.

Supervises work of subordinates to ensure conformance with established standards of performance, accuracy of written reports, and general operational effectiveness of area assignment.

Assist superiors with the administration of the Department.

Prepares division budget.

Acts as crime prevention unit coordinator, trains employees, instructs at public schools, reviews and evaluates training efforts and recommends improvement.

Assigns cases to subordinates and reviews reports for clarity and technical accuracy.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of federal and state laws, criminal and traffic laws, town ordinances, and department policies and procedures.

Knowledge of the geography and streets of the town.

Knowledge of criminal investigation methods.

Knowledge of the judicial process and criminal and juvenile court procedures.

Skill in crime scene processing methods used to collect and preserve evidence for court admissibility.

Skill in the use of photographic and surveillance equipment, audiovisual equipment, communications equipment, and various emergency equipment.

Skill in the use of general office equipment.

Skill in the use of firearms and self-defense techniques.

Skill in interview and interrogation techniques.

Skill in gathering, processing, recording, and filing evidence.

Skill in interpersonal relations.

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 federal and state laws, criminal and traffic laws, Department of Criminal Justice training guidelines, town ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in the investigation of criminal cases. The volume of duties performed and variety of crimes encountered contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to investigate reported and suspected crimes. Successful performance helps ensure the protection of the general public and furthers judicial processes.

PERSONAL CONTACTS: Contacts are typically with business owners, judges, attorneys, health care workers, co-workers, suspects, victims, juveniles and their parents, persons convicted

of criminal acts, law enforcement representatives from federal, state and local agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, interrogate persons, settle matters, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color, and use the necessary physical force to arrest and restrain persons.

WORK ENVIRONMENT: The work is typically performed both in an office and outdoors at crime and surveillance scenes. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, infectious diseases, irritating chemicals, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over the investigations division to include Investigators, School Resource Officers, Records Management and functional supervision over assigned sworn officers.

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.

Education and experience equivalent to graduation from an accredited 4-year college and/or significant continued education through law enforcement academy.

Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.

Ability to meet current requirements for Law Enforcement Officer set forth by the Department of Criminal Justice Services for the State of Virginia and maintain the certifications of the same.