



## City of Winder

**Job Description: Criminal Investigation Commander/Major**

**Department: Police**

Rev 04/14

**EEO Function:**

**Pay Grade: 25**

**EEO Category:** Professional

**Status:** Exempt

**Pay Type:** Salary

**Position Number:** 6388

### **I. Chain of Command/ Reports To**

Chief of Police

### **II. Job Summary**

Under general direction of the Police Chief, plans, and coordinates criminal investigation services of the Police Department. The commander conducts and oversees the preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses and suspects; secures and investigates the crime scene; identifies, collects and preserves physical evidence; prepares reports; and testifies in court.

### **III. Essential Duties and Functions**

#### **Administrative/Financial**

- Follow and promote Policy & Procedures of the City of Winder.
- Informs and advises the Chief of Police on all department issues affecting the City; provides advice, support, and information to other command staff.
- Assumes management responsibility for Criminal Investigation Division and activities, including enforcement of laws, statutes, and ordinances, crime prevention, criminal investigation, emergency communications, and other related law enforcement activities.
- Assists the Chief of Police in developing and monitoring the department's budget and is responsible for purchases.
- Approves purchasing requests and ensures all documents are submitted to the finance department according to timelines established.
- Reviews invoices and supporting documentation for proper authorization and conformance to requirements.
- Reviews and/or prepares clear and comprehensive financial, administrative and analytical reports.
- Reviews and approves expenditures; as well as, monitors monthly departmental cost accounting, revenue, and expenditure reports.
- Participates in the development and implementation of short- and long-term plans and specifications for projects.
- Assists the Chief of Police in developing City law enforcement policies and procedures and ensures compliance with local, state, and federal laws and regulations.
- Develops strategic priorities, goals, and objectives; establishes criteria to determine efficiency and effectiveness of the Police Department.

- Provides monthly reports to the Chief of Police and other reports as required.
- Attends City Council, committee meetings, and other meetings as required to present and explain issues pertaining to the community, public safety, and departmental requirements/policies and procedures.

### **Supervisory/Management of Employees**

- Supervise the Investigation Division; assign detectives and staff to investigate specific problems and cases and review their records and reports; and coordinate information gathered and work accomplished by subordinates.
- Performs a wide variety of administrative tasks including but not limited to: hiring, training, motivating, and evaluating assigned personnel; working with employees to correct deficiencies; and conducts/enforces disciplinary and termination procedures.
- Provides leadership to employees; schedules and directs work of technical and clerical civilians, and sworn officers; trains new employees as needed; resolves work quality or personnel conflicts within the department.
- Ensures that employees assigned, are following city policy.
- Oversees the implementation of training and safety programs for assigned employees.
- Trains police officers and civilian employees in evidence recovery procedures, processing techniques, and forensic examinations.
- Responsible for maintaining time entry, approves overtime and leave requests for subordinates within designated timeframes for payroll.
- Manages, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and reviews and recommends appropriate service and staffing levels.
- Oversees the keeping of accurate records of work accomplished including hours, materials, and equipment used.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Reviews incident reports for completeness and accuracy.
- Advises the Chief of Police on deployment of personnel during emergency responses.
- Responds to citizen complaints or inquiries by phone, in person, by written correspondence or email.
- Responds to and resolves difficult and sensitive inquiries.
- Ensures that department property is inspected and needed repairs are identified.
- Approves travel/training requests.

### **Operations**

- Establishes and communicates clear goals and objectives for assigned units/division(s), which are consistent with overall departmental goals, and promotes team efforts.
- Responds to crime scenes and provides direct command authority over detectives and other personnel as they conduct investigations, searches, and identifies and evaluates physical evidence.
- Directs and participates in the investigations of the difficult or complex criminal cases.
- Prepares and supervises the preparation of cases for court and assist in any extradition procedures.

- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
- Oversees and prepares cases for trial, including subpoenas, court exhibits, evidence preparation, and locating and contacting witnesses.
- Manages criminal and non-criminal case loads employing proper investigative and interview techniques, including processing of crime scenes, rules of evidence, court system and proper courtroom procedures, search and seizure laws, and federal and state asset forfeiture procedures.
- Serves as a witness in court as required.
- Ensures that staff collects, preserves, and maintains integrity of evidence in the field; ensures that staff properly packages, stores and secures evidence and maintains chain of custody.
- Ensures that staff properly obtains fingerprints, and crime scene photographs.
- Processes crime scenes; collects, analyzes, and preserves evidence for court use.
- Performs crime scene processing, including diagramming, photographing, latent prints processing, collecting, and logging evidence.
- Interviews witnesses, complainants, and victims.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Participates in a variety of specially assigned responsibilities including, equipment maintenance, and reviewing permit requests including special events.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, and other public sector organizations, community leaders, and citizens.
- Investigates complaints, accidents, or hazardous conditions which might endanger the public.
- Oversees and participates in special narcotics investigations, surveillance, and related programs and activities.
- Evaluates and prepare reports on all agency-seized assets for forfeiture action in accordance with all laws and procedures.
- Coordinates pawn shop detail activities, including review of pawn tickets and initiation of investigation of possible stolen property when appropriate.
- Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the City.
- Oversees and performs intelligence information collection through confidential contacts, informants, and other networking.
- Interrogates suspects and offenders.
- Conducts undercover investigations.
- Recovers stolen property.
- Oversees and participate in raids and the execution of warrants.
- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Directs traffic and assists motorists as warranted.
- Maintains the ability to function as a patrol officer.
- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Performs related duties as assigned

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of City Charter and Ordinances pertaining to the Police Department.
- Knowledge of Georgia laws governing the apprehension, arrest and custody of accused persons.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of Operations, services and activities of a comprehensive law enforcement program.
- Knowledge of modern and complex principles and practices of law enforcement including identification and investigative techniques.
- Knowledge of recent court decisions affecting law enforcement.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of investigative techniques to include identifying and interviewing witnesses, and proper collection and preservation of evidence.
- Ability to detect inconsistencies in facts and information as needed to investigate complaints.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Advance knowledge of Microsoft Word and Excel.
- Ability to prepare and review financial documents.
- Ability to promote a positive work environment.
- Ability to maintain confidentiality.
- Ability to use and qualify with a firearm.
- Ability to use surveillance equipment.
- Ability to maintain POST certification.
- Ability to perform criminal investigations involving complex and sensitive situations.
- Ability to present department documents.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to supervisor assigned staff.
- Ability to provide effective leadership to staff.
- Ability to pass drug testing as noted in policy.
- Ability to pass an annual physical ability test.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

#### **V. Licenses and Certifications Required**

- Possession of Georgia POST certification.
- Completion of POST-approved in-service training hours each year.
- Possession of a valid Georgia driver's license.

## VI. Qualifications

- Bachelor's Degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field.
- Fifteen (15) years of law enforcement experience in a similar size or larger agency, with a minimum of five (5) years in a command position.
- Minimum of eight (8) years of investigative experience.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Must pass a detailed background investigation.
- Must pass an annual fit for duty physical and/or physical abilities test.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

## VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to run, climb, stoop, kneel, crawl, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 160 pounds.

**Vision:** Visual range with or without correction to 20/20 in one eye and at least 20/30 in the other eye with no color deficiencies.

**Hearing:** Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

**Attendance:** Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

## VIII. Working Conditions:

This position works primarily in an office environment. While performing essential duties of the job, work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, around loud siren noise, and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Individuals may also be subjected to physical and verbal threats and other stressful situations while performing duties. The individual serving in this capacity may be required to use a firearm/deadly force, or may be required to utilize specialized protective equipment.

This position is designated as an emergency position that requires the employee to work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, public safety concerns, forced evacuations or as determined by the City Administrator.

All department personnel are subject to involuntary transfers at the discretion of the Chief of Police. Transfers and shift assignments are based on the needs of the department.

**IX. Supervisory Controls/Responsibility:**

Under general supervision of the Police Chief; supervises a large staff of sworn officers and civilian personnel. May serve as the Chief of Police in the Chief's absence with full authority in managing the department.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*