

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	COMMANDER – CRIMINAL INVESTIGATIONS		
Department:	Police		
Supervisor:	Police Chief		
Date:	February 2012	Position No.	PD/4
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for overseeing operations of the Criminal Investigations Division. Commander assignments rotate at the discretion of the Police Chief.

Job Scope:

The purpose of this position is to supervise the operations of the Criminal Investigation Division. Successful performance helps ensure the provision of professional and effective law enforcement for the City of Sedalia.

Essential Duties and Responsibilities:

1. Directs and oversees an assigned investigative unit; responds to major incidents.
2. Serves as Staff Duty Officer one week of each month or as assigned by Police Chief; attends City Council meetings when prudent or necessary; represents the City of Sedalia at local civic functions from time to time.
3. Maintains assigned shift files for employees, budget, coordinates training, and insures adequate equipment is available to accomplish mission of assigned bureau.
4. Investigate assigned cases as needed if Detectives are overloaded.
5. Review all reports and investigations from CIB personnel.
6. Responds to calls for police services, including burglaries, thefts, assaults, lost or missing persons, traffic incidents, vandalism, domestic disputes and homicides.
7. Conducts investigations at crime and incident scenes; interviews witnesses and victims; interrogate suspects, gathers and secures evidence, directs all personnel to specific tasks, ensures all investigative leads are followed and documented.
8. Supervises the evidence unit ensuring all evidence is properly packaged, stored and documented. Ensures regular transports to the forensic laboratory, ensures destruction orders from the Prosecutor are obtained and the items are destroyed and unclaimed property is properly disposed of.

9. Plans work schedules; approves leave and training requests.
10. Conducts employee performance evaluations; disciplines and counsels employees; resolves employee grievances.
11. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Associates Degree required in Criminal Justice or related field prefer Bachelor's Degree
2. Prefer a nationally recognized Command School graduate
3. Minimum of 10 years experience in Law Enforcement
4. 5 years experience as a Sergeant in Sedalia or agency of similar size
5. All requirements of a Patrol Officer
6. Missouri drivers license
7. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of federal, state, and local laws, ordinances, and regulations.
2. Knowledge of criminal investigation principles and practices.
3. Knowledge of city and department policies and procedures.
4. Knowledge of the organization, functions, responsibilities, procedures, and principles of modern police science.
5. Knowledge of special police tactics and response.
6. Skill in interviewing and interrogating persons.
7. Skill in using a computer.
8. Skill in driving in emergency and non-emergency situations.
9. Skill in using standard and specialized police equipment.
10. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. state laws, and department policies and procedures
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing division guidelines.

Complexity:

The work consists of varied supervisory and technical duties. Scheduling conflicts contribute to the complexity of the position.

Principal Working Relationships:

1. Co-workers.
2. Other law enforcement officers, state and federal agency representatives, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over one Sergeant assigned to the investigative division.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices.