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| Job Title: | Criminal Investigations Sergeant | Department/Loc: | Police Department |
| FLSA Classification: | Non-Exempt | Date Drafted: | November 14, 2023 |
| Reports To: | Criminal Investigations Lieutenant | Grade: | 114 |

Position Summary

Under the general supervision of a Criminal Investigations Lieutenant, this class performs investigative and supervisory duties in a Criminal Investigations Division (CID). Ensures the strict enforcement and compliance with all applicable laws, codes, policies, procedures and standards, relating to police department operations and welfare of personnel. Performs related law enforcement, supervisory and administrative work as required. Works under stressful, high-risk conditions. Reports to the CID Lieutenant.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Provides mid-level leadership to subordinates in CID and assists in ensuring unit compliance with all applicable laws, regulations, policies, procedures and standards of quality and safety.
- Performs all administrative and operational functions in the absence of the CID Lieutenant.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Assigns and tracks cases to subordinates and monitors caseload on a daily, weekly, monthly, and annual basis.
- Acts as lead investigator in certain major crime cases.
- Routinely available to be in an "on-call" status after hours and weekends.
- Participates in firearms, in-service, and range training as needed.
- Takes necessary steps to ensure the well-being of subordinate employees.
- Reviews case files, evidence entry, crime scene processing, and other various investigative functions.



- Inspects subordinates' equipment, uniforms, and appearance for proper condition.
- Assists in supervising and performs general law enforcement duties as necessary, including, but not limited to, investigating criminal cases, responding to public calls for assistance, maintaining order and public safety, apprehending and arresting suspected law violators and criminal suspects, transporting prisoners, collecting evidence and participating in investigative operations.
- Prepares cases for prosecution; provides court testimony as necessary.
- Coordinates and commands tactical operations as assigned.
- Assists in coordinating unit activities with those of other units or divisions, departments and agencies as appropriate.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.
- Receives and responds directly to citizens' inquiries, concerns and complaints concerning activities and personnel in areas of responsibility.
- Seeks out and attends professional development training.
- Prepares various documents, including incident reports, crime intelligence, employee evaluations, request forms, schedules, statements, traffic tickets, warnings, accident reports, summonses, inspection forms, arrest warrants and various other records, reports, memos, logs, correspondence, etc.
- Refers to policy and procedure manual, codes, regulations, laws, maps, statutes, training manual, etc.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorders, fax machine, copier.
Operates/uses a variety of police equipment, including a police vehicle, firearms, defibrillator, radar, etc.
- Uses office and computer supplies, restraining devices, protective gear, fingerprint kit, first-aid supplies, cameras, and a variety of other law enforcement related materials and supplies.



Position Responsibilities - Non-Essential/Other

- Performs general building maintenance as necessary.
- Performs general administrative work as required, including, but not limited to, attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires an Associate's Degree and three (3) years of experience in law enforcement with at least one (1) year of supervisory experience, or, five (5) years of experience in law enforcement with at least one (1) year of supervisory experience.
- An advanced level of interpersonal and communication skills is necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in the best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.
- Basic data analysis skills using spreadsheet software such as MS Excel is highly preferred.
- License and certifications:
 - Valid South Carolina Driver's license
 - Must have completed the South Carolina Criminal Justice Academy Class 1 Certification
 - Management and supervisory experience are required, with equivalent training techniques preferred
 - Advanced criminal investigations experience, training, and/or certifications are preferred



Mental & Physical Demands - ADA Guidelines

Physical Demands

| | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

| | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

| | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

| | | |
|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

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| | | |
| Print Employee Name | Employee Signature | Date Signed |

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| | | |
| Print Manager/Supervisor Name | Manager/Supervisor Signature | Date Signed |