



Sheriff Lieutenant, Criminal Investigation Division (2685)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 21

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to supervise and assist subordinate personnel in handling unusual or complex situations and investigations, conduct investigations of felony and misdemeanor incidents assigned to the division, and serve the Sheriff and citizens of Bullock County by protecting life and property and promoting the peace. This classification serves as Shift Commander or assistant supervisor of the Criminal Investigation Division (CID) under direction of the Captain, CID.

Typical Duties

Supervises division Investigators and support staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction in operations, policies, and procedures; schedules staff vacations and approves sick leave; processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; and acts as a liaison between employees and management.

Organizes, prioritizes, and assigns work: schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; and consults with assigned staff to assist with complex/problem situations and provide technical expertise.

Supervises and conducts investigations of felonies and misdemeanors committed within the County: oversees and/or conducts surveillance, controlled purchases of illegal narcotics, drafting and serving search warrants, testing marijuana or other substances for court, and meeting with informants or concerned citizens; and plans for and conducts high risk search warrants.

Performs crime scene processing: obtains photographs and fingerprints; questions victims, suspects, witnesses, and prisoners as needed; collects, logs and maintains chain of custody of evidence; establishes positive identification(s); and acquires pertinent information which may be used in court or to further solve case(s).

Assists other law enforcement agencies such as the State Highway Patrol, State and Federal Alcohol, Tobacco, and Firearms agencies, and local police departments in enforcing laws as needed; recovers evidence from incident locations involving other agencies; and instructs officers from other agencies on proper investigative techniques.

Processes a variety of documentation associated with investigative operations, within designated timeframes and per established procedures: prepares or completes incident reports, written victim/witness/suspect statements, consent to search/search warrants, evidence receipts, Miranda waivers, warrants, criminal histories, citations, etc.; forwards or retains as appropriate; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Assists the District Attorney in preparing evidence and reports for felony cases: appears in court as required; maintains physical evidence for criminal and civil court cases; documents test results processed by the GBI crime lab; conducts civil processes of asset forfeiture; presents completed case files to District Attorney; and carries out instructions of the Judge during court sessions.

Patrols the County and conducts security checks as needed to prevent crime and protect local properties and businesses: responds to calls from dispatcher including, but not limited to domestic disputes, assaults, burglaries, etc.; and responds appropriately to hazards as needed when on patrol.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Law Enforcement or Criminal Justice required; supplemented by five years of progressively responsible experience in law enforcement, to include lead and supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards & Training (POST) Certification.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, traffic hazards, toxic agents, animal/wildlife attacks, animal bites, human attacks/bites, explosives, firearms, water hazards, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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