

POLICE DIVISION SUPERVISOR

General Statement of Duties

Performs difficult administrative and law enforcement work leading a division of the Police Department and in the protection of life and property in the Town.

Distinguishing Features of the Class

An employee in this class is assigned special administrative and management work. Responsibilities include supervising the patrol division, investigations division, communications division and/or marine patrol function of the department; assigning staff and monitoring performance; handling citizen concerns and issues; participating in the patrol and investigations work; purchasing vehicles, uniforms and equipment; performance coaching and evaluation of division staff; participation in hiring and promotions; and other administrative work. Work requires knowledge of law enforcement management and substantial judgement and independent initiative. Work involves frequent public contact which requires tact, firmness and decisiveness. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from the Police Chief. Work is performed under the general supervision of the Police Chief and is evaluated through observation, discussion and review of reports.

Duties and Responsibilities

Essential Duties and Tasks

Supervises staff engaged in a wide variety of law enforcement activities directly and through subordinate supervisors; provides technical guidance, performance coaching and evaluation; coordinates and/or participates in the hiring process including testing, interviews, background investigations; recommends employee promotions and salary adjustments; takes and/or recommends disciplinary actions; ensures proper training and certification of all assigned staff.

Supervises and participates in patrol, investigations, evidence custody, marine patrol, communications, and other law enforcement activities.

Participates in grant development, research and administration.

Researches, drafts, and recommends policies and procedures related to division supervised or to entire department.

Coordinates the maintenance of vehicles and departmental facilities with other departments and necessary vendors.

Recruits new staff for the department and coordinates the screening and employment process; coordinates applicant testing, interviews, background investigations, psychological, physical, and other screening devices; insures validity of screening tests; coordinates interview boards; coordinates the establishment of structured interview questions and interview rating criteria; insures interview board participants are trained in legal liabilities and effective interviewing strategies; coordinates and/or participates in promotional processes for the department.

Conducts internal affairs investigations as directed by the Police Chief.

Researches, recommends and coordinates departmental training programs; evaluates the effectiveness of training programs and recommends improvements.

Researches and participates in the development, updating, communications, and training regarding departmental policies and procedures, legislation, court cases, etc.

Plans, organizes, and directs law enforcement activities; analyzes criminal, traffic, domestic, and other incidents and focuses staff time and attention on issues to prevent and detect unlawful and hazardous activities; works with the community to jointly identify and resolve issues related to public safety; reviews reports of incidents and other law enforcement reports and records.

Prepares a variety of reports on division activities.

Participates and/or leads in more difficult and/or serious criminal investigations; established control of incident scene; collects and processes evidence; interviews witnesses, victims and suspects; prepares case files; coordinates with District Attorney's office and testifies in court.

Conducts various departmental training and re-certification classes.

May act in the absence of the Chief.

Additional Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of relevant state and federal laws, local ordinances, and the policies and procedures of the police department.

Thorough knowledge of law enforcement principles, practices, methods and equipment. including investigations methodology and processes.

Considerable knowledge of state and federal laws and regulations concerning DCI and evidence chain of custody requirements.

Considerable knowledge of modern and effective supervisory practices of motivation, communication, counseling, discipline, and performance evaluation.

Working knowledge of the application of information technology to modern law enforcement work.

Considerable knowledge of the organization's personnel policies, budget and purchasing procedures.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to inspire confidence and calm control in the public and other law enforcement staff in emergency situations and to act with sound judgement in routine and emergency situations.

Ability to present effective court testimony and make public presentations.

Ability to prepare clear and concise administrative and activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens, department staff, Town officials, and other law enforcement agencies..

Physical Requirements

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force Police occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and review a variety of records and reports.

Desirable Education and Experience

Graduation from an accredited community college or university with a degree in criminal justice supplemented by law enforcement training and considerable supervisory experience in law enforcement; or an equivalent combination of education and experience.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and a Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission.

Prefer Intermediate law enforcement certification.