



Lieutenant, Detective

Police Department

JOB SUMMARY

The Detective Lieutenant under the general direction of the Chief of Police/Assistant Police Chief leads, directs, plans, manages, and coordinates the daily criminal investigation services of the Police Department. The Detective Lieutenant, a working and administrative supervisor, conducts and oversees the preliminary and supplementary investigation of crimes, interviews victims, complainants, witnesses, and suspects, secures and investigates the crime scene, identifies, collects, and preserves physical evidence, prepares reports, and testifies in court. The Detective Lieutenant leads and supervises the Detective Sergeant along with three other detectives and a secretary.

MAJOR DUTIES

- Perform duties as assigned by the Chief of Police.
- Manage the day-to-day operations of the Detectives Unit, including scheduling, assignments, evaluations, and distribution of responsibilities.
- Conduct and oversee all investigations, including criminal and non-criminal.
- Ensure the Division has an emphasis on crime scene skills, maintaining an understanding of the latest trends and approaches, which includes handling and processing digital evidence and crime analysis.
- Establish and maintain effective working relationships with other Divisions within the Department and outside public safety agencies.
- Serve as the point of contact with external Law Enforcement agencies.
- Ensure the policies and procedures established by the Department are properly observed and enforced.
- Ensure standard operating procedures established by the Department for the Detective Division are properly observed and enforced.
- Review all police reports to ensure the elements of the crime are present, all classifications are accurate, and determine if follow up is needed by an investigator.
- Assist with the maintenance of Investigative Files, Case Files, Confidential Files and Reports for completeness and accuracy.
- Advise the Chief of Police concerning all matters of importance, significant events, and issues.
- Train and mentor detectives in investigation and interviewing techniques, the use of investigative technology resources and in the use of investigative databases, both internal and external.
- Provide a monthly schedule of 24-hour on-call coverage to have an investigator available at the request of other Divisions in the Department and outside agencies.
- Participate in special covert operations as needed.
- Participate in developing and recommending an annual budget for the Investigations Division.
- See that pawnshops are checked, and required pawnshop lists are kept and submitted to the Detective Division daily.
- See that all stolen property, missing persons, criminal suspects, and wanted persons are entered into the computer as soon as possible.
- See that all recovered money is recorded correctly and secured.
- See that all controlled substances coming into possession of this Department are appropriately registered, secured, and transported to the Crime Lab as soon as possible.
- Hold at least bi-weekly staff meetings to review cases worked by the investigators and to review case folders for court preparation.
- Perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

- Be available when requested by a civic, church, or fraternal organization, with permission of the Chief of Police.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Skill in the use of firearms.
- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to learn the geography of the City and its physical and social characteristics.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write, and speak effectively.
- Ability to meet physical requirements and standards.
- Ability to communicate effectively.
- Ability to demonstrate interpersonal skills, integrity and leadership.
- Ability to gain knowledge of the laws of Georgia.

SUPERVISORY CONTROLS

This position will be supervised by the Chief of Police.

GUIDELINES

Guidelines include working with the officers and staff in the police department.

CONTACTS

Contacts are typically co-workers, employees of the City of Tifton and the general public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, runs short distances, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Will provide supervision of the detective unit, four to five CID personnel.

MINIMUM QUALIFICATIONS

- Meet all qualifications and requirements for being Georgia P.O.S.T. Certified Police Officer with Tifton Police Department.
- Five (5) years of law enforcement experience in a similar size or larger agency, with a minimum of two (2) years in investigations as a supervisor.
- A minimum of Associates Degree from an accredited college or university with major course work in criminal justice, police science, public administration, or related field is preferred but not required.
- Must pass an extensive background investigation of work history and other background checks as necessary for employment.
- Able to demonstrate experience and proper skills in investigative techniques, interrogations, interviews, and being an affiant on search and eavesdropping warrants.
- Able to work evenings, weekends, and holidays as required and on-call as needed. Able to demonstrate experience and proper setup and maintenance of video/audio covert surveillance equipment.
- Proven ability to cultivate and manage confidential informants.
- Proven history of testifying in grand jury, state, superior, and municipal court proceedings.
- Skill in learning, interpreting, applying and explaining complex laws and regulations; reading and interpreting documents such as maps, diagrams, and textbooks.
- Experience performing undercover work, especially in the pursuit of illegal drugs and investigating gangs and other vice crimes.
- Must have sound mental health, absence of a history of psychosis, or any other psychological impairment that would interfere with performing essential job duties.
- Lateral entry candidates must successfully complete 4-6 week in-house field-training program with daily evaluations and serve a one-year probationary period.