

JOB TITLE: [Administrative Services Division – Criminal Investigations Sergeant](#)

DEPARTMENT: Police Department

SALARY RANGE: \$54,000.00 - \$69,000.00

OPENS: 1300 04/28/2023

CLOSES: 1300 05/05/2023

POINT OF CONTACT: Captain JW Guest at jguest@morrowga.gov

Position is located in the Field Services Division of the Police Department which protects life and property, preserves the peace, prevents crime, detects and arrests violators of the law, and enforces all federal, state and local laws and ordinances coming under the Department's jurisdiction. Position acts under the direct supervision of the Administrative Services Commander.

Submission Requires 1 page Cover Letter / Letter of Intent along with a resume (3 pages maximum)

FUNCTIONS OF THE JOB/WORK PERFORMED:

- Provides overall supervision for all sworn officers and employees under his command.
- Ensures compliance of his employees with the Department's personnel system, policies, procedures, and regulations.
- Maintains records and work products in accordance with state certification.
- Organizes, evaluates and supervises assignments and caseloads and evaluates productivity.
- Keeps Criminal Investigations updated on changes both in law and in operational policies.
- Makes recommendations to the Administrative Services Commander on the status of assigned manpower, equipment, and vehicles (maintenance).
- Coordinates crime scene activity.
- Keeps appraised of unsolved cases and persons sought.
- Reviews all reports generated for accuracy, completeness, and conformity to reporting procedures.
- Completes performance evaluation reports for each individual under direct supervision.
- Performs other related duties as assigned, necessary or required.
- Conduct or ensure a complete and thorough brief on significant criminal events, wanted persons, and targets crime areas is conducted for the Uniform Patrol Division's daily briefing

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:

Knowledge of:

- Departmental organization, policies and regulations;
- Fundamentals of police science including traffic control, and crime prevention;

- Criminal investigation methods, rules of evidence, laws of arrest and court procedures;
- Principles and practices of customer service.

Skills in/Ability to:

- Think clearly and act effectively in emergency situations;
- Supervise, direct, motivate, evaluate, and train a group of police officers;
- Gather, analyze and evaluate facts and evidence, and to draw sound conclusions;
- Prepare clear and accurate reports;
- Deal tactfully and courteously with the public;
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

Minimum Qualifications:

- 8 years of full time law enforcement experience with a full service police department or sheriff's office
- 3 years of experience as a Criminal Investigative Detective, Task Force Officer, or Narcotics Officer
- Criminal Investigations Fundamentals Training
- Interview and Interrogations Training
- Homicide Investigations Training
- Supervisory Certificate
- Completion of police training and education as required by Georgia law
- Valid Driver's License

Preferred Qualifications

- 10 years of full time law enforcement experience with a full service police department or sheriff's office
- 5 years of experience as a Criminal Investigations Detective, Task Force Officer, Or Narcotics Officer
- Management Certification or all classes required to obtain
- Certification as a Field Training Officer
- Completion of police training and education as required by Georgia Law
- Valid Driver's License
- Associate's Degree, 60 semester hours, or 90 quarter hours from an accredited university recognized by the U.S. Department of Education with major course work in police science, administration, law enforcement, management, or related disciplines

Required Training or Certification upon Appointment or Promotion

- POST Field Training Officer

- Other training as required by the Administrative Services Commander

Selection Process:

- Once all the resume's have been vetted for qualifications, applicants will be notified of acceptance or rejection.
- If accepted, applicants will be contacted to participate in a panel interview consisting of recognized professionals with the specified field. In this case, Criminal Investigations. Panel members may consist of prosecutors, defense attorneys, judicial officials, and /or career criminal investigators.
- The panel will then rate the applicants and provide that information to the Chief of Police
- The Chief of Police will make the final determination of which applicant will be hired.