



Position Description

Job Title	Detective Sergeant
Department	Police
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for supervising the Department’s major criminal investigations and assuring that they are performed timely and within established rules, policies, and procedures.

Supervision

Received	Chief of Police and Lieutenant
Exercised	Supervises up to fifteen full time (or full time equivalent) employees.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises the daily activities of Department employees and reviews their work; assigns work, monitors progress and outcomes; answers questions and provides guidance on policies and procedures; disciplines officers for rule/policy infractions.
- Performs supervision of Department major criminal investigations and participates in investigations as needed or assigned; may conduct MEG investigations, crime scene processing, evidence collection, property/inventory collection, custody of Department’s juvenile records, major crime investigations, bad check investigations and other related duties.
- Reviews in-custody complaints in Chief’s and Lieutenant’s absence.
- Assists with the hiring process for Department personnel.
- Conducts all background investigations for new hires in the City.
- Conducts internal investigations within the Department.

- Serves as the Field Training Coordinator for the Field Training officer Program.
- Gives safety presentations to the general public.
- Handles billing with vendors on a monthly basis.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows and promotes safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an Associate’s Degree in Criminal Justice; Bachelor’s Degree preferred; plus at least 4 – 6 years of law enforcement experience including training in the detective position and some supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The principles and practices of modern police administration, organization, management and supervision. • Laws, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them. • Department rules, policies and procedures. • Modern police patrol techniques, criminal investigations and crime prevention methods. • Business English (grammar, spelling, punctuation, tone). • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources. • Testify effectively in court proceedings and at commission hearings. • Multitask and prioritize workload. • Delegate and assign tasks; effectively manage the work of subordinates. • Provide leadership and promote teamwork. • Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public. • Maintain confidential information. • Maintain physical fitness required to perform job tasks.
Skill in	<ul style="list-style-type: none"> • Organization. • Public relations. • Oral and written communications. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Certified Law Enforcement Officer; valid Wisconsin driver’s license; ability to pass a criminal and

financial background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, violence, disease and potentially life-threatening situations.