

**CITY OF CAMDEN, SOUTH CAROLINA
JOB DESCRIPTION, OCTOBER 2024**

**LIEUTENANT - INVESTIGATIONS
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, conducts investigations and supervises the investigation of crimes in the City in an effort to support the enforcement of laws and ordinances. Reports investigative findings, maintains evidence, maintains files, and prepares various reports and records. Reports to the Police Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Manages, plans and directs all activities, operations and personnel of all functions of the Investigations Division which involves instructing, assigning, reviewing and planning work; coordinating activities; maintaining standards; allocating personnel; acting on employee problems; selecting new employees; ensuring proper training; and providing recommendations for transfers/promotions, disciplinary action, discharge and salary increases.

Executes the enforcement of policies and regulations governing the activities of the department. Ensures compliance with rules and regulations. Ensures that all staff members work together within the department as well as with all other agencies.

Investigates and responds to internal and external complaints of performance or misconduct of Police Department personnel as well as other City personnel as assigned by the City Manager.

Investigates crimes reported to the Police Department which involves preparing cases for prosecution in court, interviewing victims and suspects, interviewing witnesses, attending autopsies, creating line-ups, creating and maintaining informers, processing crime scenes, maintaining evidence, obtaining warrants and executing the same.

Performs related activities to include conducting marijuana/narcotic analysis, processing all asset forfeitures, operating and maintaining surveillance and crime scene equipment, etc.

Conducts examinations and compositions of physical evidence such as fingerprints and footwear, renders opinions as to the identity.

Assists in the investigations of internal affairs; assists patrol unit as needed.

Compiles, prepares and processes administrative reports including incident reports, criminal history reports, driving history records, arrest warrants, search warrants, teletypes, activity reports, statements, evidence forms, and general office correspondence.

Photographs crime scenes and evidence. Processes and develops film.

Utilizes, operates and maintains various types of machinery and equipment including vehicle, copier, fax machine, computer, adding machine, typewriter, radio, radar, firearms, surveillance equipment, various law enforcement tools, and general office supplies.

Performs all activities as a Patrol Officer as needed.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an associate degree in criminal justice and a minimum of fifteen (15) years of experience in law enforcement-investigations, or any related combination of education and experience. Must possess proper certification from the Criminal Justice Academy with specialized training in investigations, photography, drug enforcement, etc. Must obtain SC drivers' license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate different types of equipment including police vehicle and other law enforcement equipment, etc. Must be physically able to exert up to one hundred pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, stooping, bending, standing, walking, running, climbing and balancing.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor. Includes the receiving of information and instructions from supervisors.

Language Ability: Requires the ability to read and prepare a variety of documents and reports using the proper format, punctuation, spelling and grammar. Has the ability to speak with co-workers and the general public with poise, voice control and confidence. Must be able to speak effectively to large groups. Voice and language must be clearly expressed so that radio transmission can be easily understood.

Intelligence: Has the ability to learn and apply principles of rational systems such as investigative law enforcement in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions. Is able to communicate by way of two-way radio.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Must have excellent hand/eye coordination. Requires the ability to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of small items such as knobs, switches, needles, medicine vials, etc. Must be able to twist, push and pull knobs or switches, etc. Must have maximum levels of eye/hand/foot coordination. Must be able to use both hands effectively to fire a handgun/shotgun and to handcuff suspects.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with emergency, dangerous and life-threatening situations.

Physical Communications: Requires the ability to talk and/or hear (talking-expressing or exchanging ideas by means of spoken words, hearing – perceiving nature of sounds by ear). Must be able to speak clearly and must be able to hear low, monotone sounds such as whispers, blood pressure and lung sounds, etc.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the practices, procedures, rules and regulations of the Police Department. Has knowledge of all activities related to law enforcement, investigations, criminal justice and related activities and programs. Is capable of performing various investigative and detective activities to include analyzing a crime scene, photographing important areas, maintaining evidence, questioning suspects and witnesses, etc. Knows how to maintain emergency vehicles and related equipment, supplies and materials. Has considerable knowledge in criminal investigations as related to support of police department activities. Is able to communicate both orally and in writing with various agencies, and individuals of a variety of professions. Is able to respond, act and think quickly and accurately in stressful and/or emergency situations. Is able to maintain accurate records of policies and procedures established by the department. Is able to communicate effectively, follow broad instructions, and give instructions clearly and concisely at all times. Has the ability to operate and maintain various equipment and machines, operating same in safe manner. Is able to work in varying degrees of adverse weather conditions. Knows how to operate two-way radio equipment. Is knowledgeable of radio codes and signals. Is able to work under highly stressful conditions.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities”.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences, and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationship with Others: Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, City Manager, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.