

DETECTIVE SERGEANT

Code No.: 6-04-013
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This first-line supervisory law enforcement position, located in a town or village police department, is responsible for overseeing the investigation of crimes, apprehension of criminals, and general prevention of criminal activity. The employee manages a team of detectives to ensure investigations are conducted efficiently and effectively. Duties include providing training and mentorship to subordinate staff, case management, and serving as a liaison for the Criminal Investigations Division. This position is instrumental in ensuring the successful resolution of cases, in accordance with Federal, State, and local laws, rules, regulations, and ordinances. General supervision is exercised over Detectives. The employee reports directly to, and works under the general supervision, of a higher-ranking police official. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees and manages a team of detectives;

Assigns cases to detectives;

Provides guidance and ensures investigations are conducted efficiently and effectively;

Provides training and mentorship to ensure detectives are updated on investigative techniques, legal procedures, and departmental policies;

Prioritizes cases and delegates them accordingly;

Determines how resources should be allocated;

Offers strategies for resolving difficult investigations;

Reviews and assesses the progress of investigations and evidence collection to ensure leads are pursued;

Reviews written reports and search warrants to ensure proper procedures are followed, resulting in successful arrests;

Maintains accurate records of case developments, evidence collected, and actions taken throughout the investigation process;

Responds to major crime scenes and directs investigation activities at crime sites, assuming command until relieved by a higher authority;

Assists subordinate detectives with investigations;

Serves as a liaison between the detectives within the Criminal Investigations Division and other units within the department, including external agencies;

Coordinates investigations and resources with other police departments when additional resources are required;

Works with the Monroe County District Attorney's Office to ensure case evidence and documents are shared, resulting in successful prosecution;

Conducts performance evaluations of subordinate staff;

Approves time off requests to ensure adequate staffing levels and manages the "on-call schedule" to ensure investigative coverage during off hours;

Maintains the detective vehicle fleet;

Makes recommendations to senior administration regarding the use of modern investigative tools and technology;

Apprehends and arrests persons suspected of committing crimes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of law enforcement; thorough knowledge of the generally accepted techniques of investigation; good knowledge of rules, regulations, policies, and procedures of the police department; good knowledge of the criminal justice system; good knowledge of person's legal rights; good knowledge of laws relating to the application of force and at what level; good knowledge of the rules of evidence; good knowledge of what constitutes evidence; good knowledge of the methods for safeguarding evidence; good knowledge of New York State Law including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Alcohol and Beverage Control Law, the Family Court Act, and local laws, rules, regulations and ordinances; good knowledge of weapons and their capabilities; ability to use firearms and restraining devices; ability to operate a patrol car and related equipment under all conditions and while observing surroundings; ability to operate electronic equipment and utilize applicable software; ability to recognize weapons and evaluate potentially dangerous situations and make quick and appropriate decisions under pressure; ability to comprehend written information, including laws and legal terminology; ability to take measurements and make calculations at crime scenes; ability to instruct others in proper police methods and procedures; ability to communicate orally and in writing; ability to establish and maintain sources of information; ability to identify, collect and secure evidence and records; ability to analyze and evaluate evidence and identify inconsistencies or conflicts in information; ability to interview and interrogate people; ability to give clear and accurate testimony; ability to observe and recall details; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus three (3) years paid full-time or it's part-time equivalent experience as a Detective.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: March 28, 2024