

City of Chester
Lieutenant Investigations
Internal/External Posting
1 Position - Police Department
www.chestersc.org

Brief Job Description:

Under occasional supervision, conducts thorough criminal and other investigations and prepares cases for prosecution. Performs general police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare. Responsible for Investigations Staff. Reports to the Captain/Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises the work of subordinate officers in the absence of the Major; reviews the work of subordinates for completeness and accuracy; offers advice and assistance as needed.

Assists subordinate officers with investigative duties as required.

Plans and conducts thorough criminal investigations. Reviews evidence and reports; identifies suspects; obtains and serves search warrants and conducts searches; obtains arrest warrants; apprehends and arrests suspects; interviews victims and witnesses; questions suspects; maintains communication with informants, etc.

Plans and implements special operations and activities, including undercover operations, stakeouts and other surveillance activities.

Keeps supervisor informed of case developments and problems.

Prepares cases for court; provides court testimony as necessary.

Follows up on solved cases with various parties as appropriate.

Reviews all reports prepared by subordinate officers; ensures that reports are accurate and properly completed. Completes and submits reports as required.

Participates in community relations efforts and activities.

Works under stressful, high-risk conditions.

Works "on call" 24 hours per day, seven days per week, as scheduled.

Remains abreast of all federal and state laws, and ordinances of the city of Chester.

Attends required periodic training sessions and seminars; maintains required level of proficiency in the use of firearms.

Performs a wide variety of routine administrative tasks, including but not limited to compiling data for reports, completing and submitting forms, procuring supplies, etc.

Receives, reviews, prepares and/or submits various records and reports including incident reports, rap sheets, warrants, SLED reports, photographs, court documents, schedules, statements, purchase orders, memos, correspondence, etc.

Operates a police vehicle, firearms, restraining devices, breath analyzer, radar, two-way radio, fingerprint kit, and other police-issued equipment as well as a variety of other equipment including a computer, typewriter, adding machine, copier, telephone, camera, etc. Exercises care and safety in the use of equipment required to complete assigned tasks.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Chief of Police, co-workers, subordinates, other agency personnel, city employees, court personnel, attorneys, other local, state and federal law enforcement agencies, medical/hospital personnel, coroner, community leaders and organizations, sales representatives, business leaders, civic organizations, suspects, victims, witnesses, informants, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs routine police duties as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma, completion of required criminal justice training and education, supplemented by three to five years of experience in law enforcement, or any equivalent combination of education and experience which provides the required skills, knowledge, and experience. Must possess S.C. Law Enforcement certification(s) and a valid state driver's license.

SPECIAL REQUIREMENTS

Must possess a class one certification as a law enforcement officer by the SC Criminal Justice Academy.

Application for Position: Internal employees interested in this job opportunity should submit in writing a request of interest letter to Carla Roof, Human Resources Director no later than 12 noon, July 8, 2019. External interest should submit a resume/application to croof@chester.sc.gov, no later than 12 noon, July 8, 2019. The City of Chester is an EOE-H.

Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical and psychological.