



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
INVESTIGATIONS SECTION SERGEANT**

EFFECTIVE DATE: May 1, 2008

DEPARTMENT: Police	WORK LOCATION: Police Station		FLSA STATUS: Non-Exempt
CLASS CODE: 4350	RANGE: 22P	PENSION: MAP	UNION: NU
REPORTS TO: Investigations Division Commander	LEVEL OF SUPERVISION RECEIVED: Direct/general supervision over Criminal Investigations Division's Investigators and Staff Assistants		LICENSE/CERTIFICATES: Valid Illinois Driver's License

SUMMARY:

Supervises the operations of the Investigations Section to include supervising major criminal cases, conducting internal investigations, assist with the preparation of the Section's budget, goals/objectives, prepare performance evaluations, staff reports and update applicable general orders, works as a liaison to the ASA's Office, FBI, State Police, and other law enforcement agencies.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Supervises major case investigations and directs activities towards solving crimes, arresting known offenders, collecting evidence, and preparing cases for trial.	Daily 50%

2.	Assigns, reviews and approves all case reports submitted by Investigators.	Daily 20%
3.	Identifies crime patterns and directs special activities, such as surveillance details and undercover operations as needed.	Daily 5%
4.	Conducts internal investigations as directed by the Chief of Police.	Monthly 15%
5.	Maintains effective communications with the State's Attorney's Office, FBI, State Police, and local law enforcement agencies.	Monthly 10%
6.	Prepares and maintains appropriate scheduling for both shifts of the Investigations Section.	Daily 25%
7.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Conducts weekly meetings with Investigators to obtain updates pertaining to ongoing investigations.
2.	Attends meetings with outside agencies.
3.	Attends training schools and seminars.
4.	Coordinates annual liquor license inspections at all establishments serving or selling liquor.
5.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

- Assigns cases for follow-up.
- Reviews reports.
- Prepares schedules.
- Rates employee performance.
- Oversees major investigations.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)
- Degree or coursework should be in...

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
- Preferred
- Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Planning/Organizing – Must be thorough, time-efficient and systematic to his/her approach to their job functions such as scheduling, the preparation of subordinate evaluations, budgets, and staff reports.

Report writing – Must be accurate, neat and thorough.

Stress situations – Must be able to effectively remain in command and properly deal with stressful situations effectively while maintaining control and composure of himself/herself and others under his/her command.

Oral communications – Must be able to clearly and effectively communicate and exchange information to his/her subordinates and others.

Cooperation/interpersonal relations – Must work well with fellow employees, subordinates and maintain a strong, positive liaison with other agencies.

Interview/Interrogation Techniques – Must follow accepted techniques and practices.

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u>X</u>	_____	_____
Walks	_____	<u>X</u>	_____	_____
Sits	_____	<u>X</u>	_____	_____
Uses fingers in a repetitive motion	_____	<u>X</u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	<u>X</u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	_____	<u>X</u>	_____	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	_____	<u>X</u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u>X</u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- Absence of color blindness
- Corrected vision of...
- Uncorrected vision of...

Enter specific vision requirement here
Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Works near moving mechanical parts	_____	<u> X </u>	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	_____	<u> X </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	<u> X </u>	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	<u> X </u>	_____	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	_____	<u> X </u>	_____	_____
Extreme illumination	_____	<u> X </u>	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____