


TOWN OF WINDHAM

Position Title: Detective Sergeant Date: _____
Department: Police Department Incumbent: _____
Reports to: Captain Support Services Supervisor: _____
Classification: Union Sergeant Town Manager: 

General Summary:

This is working supervisory and technical position assisting the Chief of Police in carrying out the activities of the Police Department. The position works specifically with the Criminal Investigation Division (CID) in the planning, formulating, and delegating of work methods and procedures by CID personnel concerning crime investigations initiated by the Patrol Division, as well as the investigation of newly reported crimes. Responsibilities include dealing effectively with members of the department and the public concerning department activities, Work is evaluated on daily observation and results.

Essential Functions:

- Supervise detectives, community services officer, and follow-ups of all matters for the department arising from a regular assignment.
- Investigate major complaints on selected enforcement matters, assist the chain of command in conducting training of CID personnel, and provide guidance and assistance as necessary.
- Handle telephone complaints and requests for information, as well as complaints against the Department and its members.
- Assist in performing work in supervision, personnel management, training, and other administrative duties.
- Investigate criminal acts as assigned, procure evidence, detect and arrest alleged offenders, recover stolen property, and oversee the Bureau's development of needed informants.
- Prepare review, approve, and assign incident and follow-up reports within the CID Bureau.
- Conduct interviews of witnesses and complainants.
- Perform the functions of the department's Court Liaison Officer with the District Attorney's office, Clerk of Courts and the Maine Violations Bureau.
- Communicate with the chain-of-command concerning assignments, progress reports, and other relevant aspects of cases.
- Oversee and conduct surveillance and undercover work.
- Evaluate equipment, supplies, and material used in CID.
- Work effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties/Responsibilities:

- Perform other work as may be required in support of the Police Department.

Competencies:

- Knowledge of current criminal investigation methods, including interviewing and interrogation of suspects, witnesses, and complainants; the taking of confessions and statements; crime scene

searches; the securing, classifying, and preserving of evidence; and court procedures and testimony.

- Knowledge of appropriate State Statutes, local Ordinances, Federal Criminal Laws, and the rules and regulations of the Windham Police Department.
- Knowledge of Juvenile Law of the State, and procedures for the disposition of juvenile cases.
- Knowledge in appropriate prosecutorial effects when acting as Court Liaison Officer.
- Ability to establish and maintain effective working relationships with other law enforcement agencies – Federal, State, County, and Municipal.
- Ability to plan, delegate, supervise and evaluate the work of subordinates.
- Ability to deal fairly, impartially, and courteously with subordinates and the public.
- Ability to analyze situations quickly, and objectively, and to determine the appropriate course of action.
- Meet deadlines with severe time constraints.
- Skill in the proper use and care of firearms.

Required Education/Experience:

- High school graduate or equivalent; college degree in related field preferred;
- Official certification as a full-time Police Officer—holding a license from the Maine Criminal Justice Academy.
- Experience in all areas of law enforcement.
- Considerable experience as an officer, supplemented by special courses in methods of criminal investigation, or any equivalent combination of experience and training.

Additional Eligibility Qualifications:

- Ability to operate a computer keyboard, typewriter and calculator key pad with one hand.
- Ability to read and write at a 12th grade level.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent standing or operating a computer and using hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion; ability to lift up to 50 pounds.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.