

# BULLITT COUNTY SHERIFF'S OFFICE

## Job Description

### *Criminal Investigations Division Commander (Captain)*

The Criminal Investigations Division (CID) Commander is appointed by the Sheriff. The position holds the rank of Captain and is considered a member of the Bullitt County Sheriff's Office (BCSO) Command Staff and reports directly to the Sheriff through the Chief Deputy.

The CID Commander is responsible for leading and managing the detectives assigned to the BCSO Criminal Investigations Division. As a member of the Command Staff, the CID Commander also contributes to developing policies and procedures within the Sheriff's Office. Must exercise sound judgment and initiative within Kentucky Revised Statutes and Sheriff's Office policies and procedures to make timely decisions or provide guidance as needed. The CID Commander must possess the ability to communicate orally and in writing. Additionally, the CID Commander must inform the Chief Deputy and Sheriff of any concerns or issues and provide recommendations on employee discipline and retention matters.

The CID Commander has a broad range of supervisory responsibilities and fosters trust between the Sheriff's Office members and the community. The CID Commander should lead by example, confidently assume command when necessary, and know current case laws, investigative techniques, and procedures.

The CID Commander performs various duties, including administrative staff duties, preparing schedules and case assignments, briefing Sheriff's Office personnel on new developments or information regarding criminal investigations. Conducting performance evaluations, vehicle inspections, and enforcing agency policies and procedures, as well as applicable local, state and federal laws. The CID Commander has daily contact with Sheriff's Office personnel and frequent contact with other law enforcement and municipal agencies, businesses, civic clubs, and the public.

### **Primary Responsibilities:**

- Responsible for consulting with the Sheriff and command staff concerning the agency's overall operations, offering recommendations as appropriate.
- Ensures CID personnel are efficiently and effectively scheduled to perform all duties on a daily basis; prepares and distributes CID On-Call Detective schedule on a monthly basis.
- Directly supervises detectives assigned to the Criminal Investigations Division and indirectly supervises personnel assigned to the BCSO Evidence/Property Room.
- Responsible for providing direction to personnel – issues written and verbal commands; ensures directives are clearly stated, consistent with agency policies, procedures, rules, and regulations.
- Responsible for overseeing daily operations of the Criminal Investigations Division and reviewing CID personnel activities to determine operational concerns and assisting in solving problems as they arise.
- Responsible for coordinating, managing, and directing all criminal investigations performed by the Criminal Investigations Division.

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- Responsible for daily secondary review of all KYOPS-NIBRS reports for possible assignment to detective(s) for follow-up investigations.
- Responsible for the development, maintenance, compilation, security, retention, and integrity of data for all criminal investigations performed by the Criminal Investigations Division; including but not limited to case management logs or data bases, offense reports, field interviews, missing person reports, call response reports, criminal and administrative case files, photographs, court dispositions, including court ordered expungements and the expungement of juvenile case files when juveniles reach the age of 18.
- Responsible for conducting daily reviews of detective's criminal investigations and case files and submitting monthly investigative progress reports to the Sheriff and command staff or more frequently when necessary.
- Responsible for tracking all property seized by CID personnel for forfeiture proceedings.
- Responsible for the management of the BCSO Special Operations Facility in coordination with the BCSO Office Manager; to include facilities, buildings, grounds, parking lots.
- Responsible for the procurement, inventory, management, maintenance, repair and/or replacement of all agency equipment and supplies assigned to and/or utilized by CID personnel.
- Liaison with Task Forces in which the Bullitt County Sheriff's Office participates such as the Greater Hardin County Narcotics Task Force; other local, state and federal task forces.
- Supervises BCSO detectives assigned as Task Force Officer (TFO); reviews TFO cases, informs the Sheriff and Chief Deputy of ongoing Task Force operations within Bullitt County and/or participation of BCSO personnel in Task Force operations outside of Bullitt County as necessary.
- Liaison with external criminal justice system agencies, district court, circuit court, Bullitt County Attorney's Office and Commonwealth's Attorney's Office regarding criminal cases presented by the Criminal Investigations Division; monitors court attendance and court testimony of detectives.
- Attends court when necessary; provides testimony in court when necessary.
- Responsible for monitoring the BCSO Tip Line; assessing information and dissemination of information as appropriate.
- Responsible for coordination with other law enforcement agencies regarding criminal investigations and/or joint investigative efforts. Acts as a liaison with other law enforcement leaders from other agencies.
- Responsible for review and approval of all wanted, BOLO, missing person, or informational flyers or bulletins created and/or published by CID personnel.
- Prepares press releases regarding criminal investigations, submitting them for approval through the chain of command; at the direction of the Sheriff or Chief Deputy interacts with media concerning criminal investigations.

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#### **Secondary Responsibilities:**

- Assists the Operations Commander with the responsibility of storage, classification, retrieval, and disposal of seized, found, or recovered property and/or evidence under the protective custody of the BCSO; safeguarding the integrity of all property or evidence; cleanliness of the BCSO Evidence/Property Room, auxiliary property/evidence bays, and evidence processing stations, through the delegated efforts of Evidence/Property Room personnel.
- Assists the Operations Commander with the coordination of training for all CID personnel; including monthly BCSO training, annual in-service training conducted by the by the Kentucky Department of Criminal Justice Training (DOCJT), and training provided by other outside vendors and law enforcement agencies.
- Assists the Operations Commander in compliance with the accreditation processes by the Kentucky Association of Chiefs of Police (KACP) and/or Kentucky Association of Counties (KACo) as required.
- Assists with Open Records requests as required.

#### **Additional Responsibilities:**

- Responsible for writing/reviewing agency policies, procedures, rules, and regulations.
- Answers inquiries from the public, documenting and investigating complaints against subordinates.
- Ensure subordinate's compliance with agency policies, procedures, rules, and regulations.
- Responsible for providing administrative, investigative and personnel support to the Patrol Division when necessary.
- Responsible for assisting with all fiscal related issues, including budget requests in the preparation of the annual BCSO budget.
- Responsible for conducting monthly inspections of CID personnel and equipment and submitting inspection forms through the chain of command in a timely manner; with deficiencies addressed.
- Responsible for reviewing all vehicular collisions involving CID personnel; submitting recommendations through the chain of command regarding violations of traffic laws, agency policies, procedures, rules, and regulations.
- Responsible for resolving personnel issues through counseling, training and/or recommendation for discipline.
- Additional duties as assigned by the Sheriff, Chief Deputy, or competent authority.

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#### **Special Job Dimensions:**

The position involves regular and irregular hours needed to perform law enforcement services. Work hours may be extended during an emergency, disaster, manpower shortage, workload, or work-in-progress.

Exposure to danger is possible, and carrying a firearm is required.

May be required to assume a higher command when necessary.

#### **Critical Skills/Expertise:**

- The CID Commander must have a broad knowledge of management principles and practices.
- Knowledgeable and experienced in the application of criminal law, particularly the laws of arrest, search and seizure, protection of Constitutional rights of citizens and admissibility of evidence.
- Knowledge of all agency policies, procedures, rules and regulations and the ability to explain and support them.
- This position must have a thorough knowledge and ability to use such procedures and techniques as restraints, search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, police response procedures, emergency vehicle operations and other procedures/techniques required and utilized by the BCSO.
- Knowledge, experience, or ability to learn the use of surveillance equipment, including but not limited to; surveillance cameras and monitoring equipment and applications; tracking devices; audio surveillance devices, such as body wires; global positioning systems (GPS), etc.
- Knowledge, experience, or ability to learn the use of applications, techniques or devices for the purpose of investigating or analyzing various technology associated with computer crimes and smart phones.
- Must have the ability to analyze complex police problems and to adopt quick, effective, and reasonable courses of action, with due regard to the hazards and other related circumstances.
- Must have the ability to deal with subordinates and the public tactfully, yet firmly and effectively.
- Must have the ability to aid in the handling of personnel complaints regarding difficulties they may have in enforcement of the law.
- Must have the ability to motivate subordinates.
- Must have the ability to direct the work of others in the performance of law enforcement responsibilities.
- Must have effective public relations skills and be able to communicate effectively with the public and media as directed by the Sheriff.
- Must have the ability to communicate effectively, both in writing and verbally.

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#### **Additional Preferences or Considerations:**

- Training, education and/or certifications in criminal investigations, law enforcement operations, criminal justice, or an acquired equivalent combination of training, education and experience that would likely provide the required abilities to perform the job.
- A minimum of two (2) years of investigative experience.
- A minimum of two (2) years of command experience with progressive responsibility in law enforcement or military supervision and management is preferred.

#### **Additional Requirements:**

- Graduation from a certified police academy or law enforcement training program in which the curriculum has been approved by the Kentucky Law Enforcement Council (KLEC).
- Police Officer Professional Standards (POPS) Certification issued by the KLEC and in good standing.