

SPECIAL AGENT IN CHARGE

KIND OF WORK

Supervisory criminal investigation work.

NATURE AND PURPOSE

The employee in this class is responsible for supervising the activities of the Crime Bureau's staff of Crime Investigators. This employee may also participate in important investigations and provide assistance and consultation to Bureau investigators in difficult cases.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

To plan and direct the activities of an investigative unit so that maximum effectiveness is derived from the allotted work force.

To plan, develop and control the unit's operating budget so that the operation will be cost efficient.

To prepare and conduct in-service training for all unit personnel so that each person is adequately trained to carry out assigned work.

To maintain liaison with federal, state and local law enforcement authorities so that a coordination effort may exist.

To exercise leadership in the investigative area to assure that approved methods and procedures are followed by investigators in the performance of their duties.

To purchase and direct the maintenance of unit's equipment so that staff has appropriate resources to perform their function.

To perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of criminal behavior.

Extensive knowledge of state, federal and local criminal laws.

Extensive knowledge of the principles and practices of modern criminal investigation.

Extensive knowledge of management procedures and supervisory skills.

Extensive knowledge of ballistics, chemistry, physics and mechanics as related to crime detection.

Ability to:

Direct the work of others.

Establish and maintain effective working relationships with other law enforcement agencies and the general public.

Est.: 7/67
Rev.: 6/77
Ckd.: 12/92

T.C.: 12/81
Former Title(s): Crime Investigator
Supervisor