



Job: Drug Enforcement Sergeant
Department/Div: Police Department
Reports to: Patrol Captain
Supervises: Drug Investigators
Salary/Pay: \$59,695.16

FLSA: Non-Exempt
EEO-4:
Date: 06/2024

JOB SUMMARY

This is management, supervisory police work in directing the activities of subordinate officers and specialized law enforcement work at the full performance level involving the application of specialized knowledge and abilities in the investigation, prevention, and detection of crime using community-oriented policing and problem-oriented policing techniques. These elements distinguish this class from other classes of personnel who may make preliminary investigation of cases at the scene of a crime. Work is performed in accordance with established rules and procedures. Employee performs duties under the general direction of the Patrol Captain through consultation, review of written reports and evaluation of work accomplished.

MAJOR DUTIES

- Supervises subordinate officers through assigning cases, reviewing reports, holding training sessions, and counseling.
- Supervises and prepares search warrants for recovery of stolen property or contraband and serves search warrants.
- Investigates complaints on subordinates and assists with other disciplinary problems of subordinates.
- Supervises and participates in investigations of alleged violations of drug and alcoholic beverage use and sale, gambling operations, prostitution, and other vices, major theft and fencing operations, and other types of investigations as directed.
- Controls drug traffic through supervision and participates in patrolling jurisdictional waterways to locate and apprehend smugglers through checks of all motels, airports, and other private airstrips in the area to discover smuggling activity.
- Correlates the performance of duties with relevant local, state and federal agencies to share information and assists in drug surveillance, investigation, and arrest.
- Makes requisitions for supplies, equipment, and informants' pay.
- Obtains information or secures evidence for arrest of persons alleged to have committed a crime; interviews suspects, prisoners, complainants, and witnesses to obtain information about crimes; visits the crime scene, assists in the search for a preservation of evidence; investigates and follows up clues, takes latent fingerprints and crime scene photographs and searches for and apprehends violators.
- Conducts specialized types of investigations (i.e., wiretaps and surveillance) and raids and apprehends violators; investigates complaints of agitators and suspected criminals; visits establishments most likely to cater to the criminal element.
- Prepares and maintains complete and accurate written reports of investigation and activities; appears in court to present evidence and testify against persons accused of committing crimes.
- Assists officers from other jurisdictions to recover stolen property, make investigations or arrests, and interrogate suspects.

- Perform Line Inspections or related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- considerable knowledge of modern methods and practices of criminal investigation and identification;
- considerable knowledge of Police Department rules and regulations and of pertinent federal and state laws;
- considerable knowledge of geography and population patterns of the city and county;
- considerable knowledge of contraband materials;
- considerable knowledge of law and court rulings pertaining to probable cause;
- considerable knowledge of basic fingerprinting;
- considerable experience in the development of informants;
- considerable knowledge in the use of firearms and other assigned equipment;
- ability to observe and remember facts and details;
- ability to secure necessary information through interviews and investigative channels;
- ability to effect and maintain a satisfactory working relationship with other employees and the general public.
- ability to prepare clear and comprehensive reports and to understand and to execute oral and written directions;
- ability to use good judgment when dealing with difficult and confidential investigations.
- thorough knowledge of and experience in the application of modern methods and practices of administration of a police department;
- knowledge of court procedures and the ability to testify effectively;
- ability to operate all law enforcement equipment required in the performance of required duties;
- good physical condition.

SUPERVISORY CONTROLS

Guidelines include the Official Code of Georgia Annotated, the US Constitution, city codes and ordinances, certification requirements, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

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COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, investigation, and law enforcement duties. Dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in assigned department functions. Success in this position contributes to the enforcement of local, state, and federal laws and to the safety of life and property.

CONTACTS

- Contacts are typically with co-workers, other city employees, court personnel, attorneys, representatives of other public safety agencies, victims of crimes, witnesses, suspects, representatives of state agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing,

stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- Additional work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to contagious infectious diseases, or irritating chemicals. Work requires specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- More than one year of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.

Eligibility requirement for promotion to Sergeant

An applicant must:

1. Be a police Corporal in the Brunswick Police Department having successfully completed the probationary period;
- or
2. Be a Senior Police Officer in the Brunswick Police Department and completed all requirements for the appropriate
3. bachelor degree as approved for the college incentive program; and
4. Must have successfully completed 40 hours of training in the year prior to the promotional process announcement.
 - a. In the event of conflicting eligibility requirements, the most current promotional announcement shall be the final authority.

The City of Brunswick is an Equal Opportunity and E-Verify employer.