

ASSOCIATE DIRECTOR OF LAW ENFORCEMENT

Class Code: 7811

TITLE: Associate Director of Law Enforcement

REPORTS TO: Director of Law Enforcement

SUPERVISES: Sworn personnel, dispatchers, and administrative assistants in the absence of the Director.

JOB FUNCTION: Coordinate activities with District personnel, community agencies, court and law enforcement agencies; maintain contact with community representatives, parents, students and local staff; train, supervise and evaluate personnel.

DUTIES AND RESPONSIBILITIES:

- Coordinate activities with District personnel, community agencies, courts and law enforcement agencies.
- Maintain contact with community representatives, parents, students and local staff.
- Train new officers, supervise and evaluate personnel.
- Maintain training records for all law enforcement officers.
- Supervises and assigns investigations involving allegations against staff, involving students as requested.
- Investigate internal complaints
- Assist in program planning and evaluation for the Department of Law Enforcement.
- Develop, plan and supervise of law enforcement officers.
- Provide services and personnel to local administrators to assist with routine and crisis situations.
- Coordinate activities between Pupil Personnel staff, Safe Schools staff, juvenile court and Social Service agencies.
- Maintain records and reports for the Department of Law Enforcement.
- Participate on various committees as assigned.
- Coordinate investigations with other law enforcement agencies and Social Services/Cabinet.
- Oversees the Evidence and Property Room
- Maintain regular attendance.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Kentucky Penal Code and State statutes.
- Juvenile Court and related agencies.
- Investigation techniques and procedures.
- Control and disposition of evidence.
- Filing criminal complaints.
- Social behavior sciences of psychology or sociology.
- Criminal codes and laws.

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- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations involved in investigations, questioning and making arrests.
- Criminal record keeping.
- Search and seizure and civil rights laws.
- Report writing techniques.

ABILITY TO:

- Coordinate activities of an Investigations Office with District personnel, community agencies, court and police departments.
- Maintain contact with community representatives, parents, students and local staff.
- Train, supervise and evaluate personnel.
- Plan, organize and conduct investigations.
- Maintain records and prepare reports.
- Interview suspects, witnesses and others with information about crimes.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Restrain and subdue suspects.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

EDUCATION AND EXPERIENCE:

- BA degree in criminal science or related field
- Five (5) years of experience in law enforcement.

<i>Original</i>	<i>July 2012</i>
<i>Date:</i>	_____
<i>Revision</i>	
<i>Date:</i>	_____
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<i>Date:</i>	

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