



ORDINANCE 2025-10

AN ORDINANCE OF THE CITY OF ALEXANDRIA, IN CAMPBELL COUNTY, KENTUCKY, AMENDING SECTION 37.02 OF THE CITY OF ALEXANDRIA CODE OF ORDINANCES AND THE CITY'S *PERSONNEL AND PAY CLASSIFICATION PLAN* BY ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF DETECTIVE SERGEANT IN THE ALEXANDRIA POLICE DEPARTMENT.

BE IT ORDAINED BY THE CITY OF ALEXANDRIA, CAMPBELL COUNTY, KENTUCKY, AS FOLLOWS:

SECTION 1. Section 37.02 of the City of Alexandria Code of Ordinances and the City's *Personnel and Pay Classification Plan* is hereby amended by creating the position of Detective Sergeant in the Alexandria Police Department and adopting the Job Description for the position, all as set forth in the Exhibit to this Ordinance, which is attached hereto and incorporated herein by reference.

SECTION 2. This Ordinance shall be effective upon its adoption, approval, and publication according to laws; this Ordinance may be published by Summary.

SECTION 3. All Ordinances or parts of any Ordinances in conflict therewith, to the extent of such conflict, if any, are hereby repealed.

SECTION 4. The foregoing ordinance was introduced by Council Member Patrick Blair, was read, passed and adopted by Council of the City of Alexandria, Kentucky, meeting in **regular sessions on the 19th day of June, 2025, and on the 17th day of July, 2025, with 6 Yes votes, 0 No votes, and 0 Abstentions**, and was thereafter approved by the Mayor and ordered published in Summary according to law.

APPROVED:



MAYOR ANDY SCHABELL

ATTEST:



CITY CLERK STEPHANIE TARTER

Published: 7/21/2025

CLASS TITLE: Police Detective Sergeant**CHARACTERISTICS OF THE CLASS:**

This is advanced supervisory and investigative police work involving the enforcement of laws and ordinances, the protection of life and property, and the supervision of subordinate officers engaged in criminal investigations. The Police Detective Sergeant serves as a first-line supervisor, directing the work of detectives and other officers in the investigation of crimes. This role requires the application of advanced investigative techniques, coordination with other law enforcement agencies, and the ability to lead and manage complex investigations. Work is performed under the general supervision of a Lieutenant, Assistant Chief, or other designated commanding officer.

ESSENTIAL FUNCTIONS:

- Supervises, trains, and evaluates detectives and officers assigned to investigative units.
- Oversees and coordinates major criminal investigations, ensuring proper procedures are followed and that cases are thoroughly documented.
- Oversee the management of the property and evidence room to ensure items are properly logged, stored, and destroyed through regular audits.
- Reviews reports, case files, and evidence logs for accuracy and completeness.
- Responds to major crime scenes and assumes control of investigative operations as needed.
- Ensures the proper collection, handling, and preservation of physical evidence.
- Interviews witnesses, victims, and suspects; may assist in interrogations and suspect apprehensions.
- Works cooperatively with other law enforcement agencies, prosecutors, and courts.
- Assists in the development and implementation of crime prevention strategies and community policing efforts.
- Provides guidance on investigative techniques and procedures, including search and seizure laws, suspect rights, and use of force.
- Prepares and delivers courtroom testimony and supervises subordinates in court preparation.
- Enforces departmental policies and procedures and ensures compliance with applicable laws.
- Participates in internal investigations, personnel evaluations, and performance reviews.
- Serves as Officer in Charge (OIC) in the absence of a higher-ranking supervisor.

- Prepares detailed written and oral reports, and ensures subordinates maintain accurate documentation.
- Maintains readiness to respond to emergencies or critical incidents, including during irregular hours or adverse weather conditions.
- Assists with community education and engagement initiatives.

TRAINING AND EXPERIENCE:

- High school diploma or GED equivalent required; Associate's or Bachelor's degree in Criminal Justice or a related field is preferred.
- Successful graduation from the Department of Criminal Justice Training Basic Academy.
- Must meet certification and licensing requirements under the Kentucky Law Enforcement Council and the Police Officer Professional Standards Act.
- Minimum of five (5) years of progressively responsible law enforcement experience, including at least two (2) years in criminal investigations.
- Previous supervisory or leadership experience is highly desirable.
- Must maintain annual compliance with all mandated in-service and investigative training, including 40 hours of continuing education.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leadership and supervisory abilities with experience managing personnel and investigative caseloads.
- Advanced knowledge of police procedures, criminal law, and investigative techniques.
- Proficiency in the use and supervision of law enforcement equipment and crime scene tools.
- Thorough understanding of evidence handling, crime scene processing, and documentation standards.
- Ability to evaluate and prioritize multiple investigations effectively.
- Excellent written and verbal communication skills.
- Ability to establish and maintain cooperative relationships with officers, other agencies, community members, and prosecutors.

- Knowledge of federal, state, and local laws, as well as departmental policies and court rulings affecting law enforcement operations.
- Skilled in conducting interviews and interrogations.
- Ability to work in high-stress environments, including emergency and critical incident situations.
- Possession of, or the ability to obtain, a valid Kentucky Operator's License.

LEGAL REQUIREMENTS:

- Must meet all legal requirements as established by Kentucky Revised Statutes and local ordinances applicable to law enforcement officers and supervisors.

Kentucky Wage and Hour Overtime Status: Non-Exempt

This description reflects the principal duties and responsibilities of the position and is not intended to be a comprehensive listing of every task performed.