

LAW ENFORCEMENT SUPERVISOR

Schematic Code 15970

I. DESCRIPTION OF WORK

Positions in this banded class supervise field officers in a statewide law enforcement operation such as the SBI, ALE, Marine Fisheries Enforcement, Wildlife Enforcement, Highway Patrol, or similar operation having statewide and/or special jurisdiction charged with enforcing the relevant laws of the State of North Carolina. Staff supervised has full law enforcement authority in the assigned area with a focus on patrol activities to deter and detect violations but may participate in criminal investigations. Positions serve as shift or section supervisors and are responsible assigning and reviewing the work of the assigned staff.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
See Agency-specific descriptions.	See Agency-specific descriptions.	See Agency-specific descriptions.

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise.
Human Resources Management	Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.
Program Management	Ability to plan and organize daily activities to meet program objectives. Ability to follow policy and procedures in response to various situations and problems.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise.

Contributing	Journey	Advanced
<p>Considerable understanding of the concepts, practices, and theories used in the specialty area assigned.</p> <p>Ability to effectively plan, direct, manage, and supervise less complex day to day operations.</p>	<p>Thorough understanding of law enforcement concepts, practices and theories used in the technical specialty area under his/her direct supervision.</p>	<p>Possesses significant expertise and understanding of concepts, practices and theories used in the technical specialty area. In-depth understanding of detailed and complex information and ability to apply while independently completing assigned tasks.</p>

Human Resources Management

Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluation performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Contributing	Journey	Advanced
<p>Ability to supervise and manage activities and responsibilities of a work unit or section.</p> <p>Ability to recommend personnel actions to senior management and implement necessary corrective measures as assigned.</p> <p>Ability to perform informal and formal coaching as required.</p> <p>Ability to assist with or oversee performance management in the work unit, district or section assigned through consultation with supervisor.</p>	<p>Ability to supervise and manage activities and responsibilities of a work unit, district or section.</p> <p>Ability to determine and recommend personnel actions and implement necessary corrective measures as assigned.</p> <p>Ability to perform informal and formal coaching and counseling as required.</p> <p>Ability to independently oversee performance management in the work unit, district or section assigned.</p> <p>Ability to serve as acting supervisor as needed, or as a field operations supervisor.</p>	<p>Ability to supervise activities and responsibilities of a work unit, district or section.</p> <p>Ability to determines and recommends personnel actions and implements necessary corrective measures as assigned.</p> <p>Ability to perform informal and formal coaching and counseling as required.</p> <p>Ability to assist with or independently oversee performance management in the work unit, district or section assigned.</p> <p>Ability to serves as acting supervisor as needed, or as a field operations supervisor.</p>

Program Management

Ability to plan and organize daily activities to meet program objectives. Ability to follow policy and procedures in response to various situations and problems.

Contributing	Journey	Advanced
<p>Under direction of a supervisor, ability to delegate and assign work unit, section, or district according to program schedule.</p> <p>Ability to understand tasks, accept responsibility, and take initiative to plan and organize work.</p> <p>Ability to utilize available resources to meet program needs.</p> <p>Ability to manage day-to-day operations and account for keeping work on track.</p>	<p>With limited oversight, ability to oversee the work performed in the unit, district or section.</p> <p>Ability to organize and follow complex and detailed technical procedures.</p> <p>Ability to assist with the development and implementation of program plans.</p> <p>Ability to provide consultation on issues and casework requiring creation of custom solutions.</p> <p>Ability to consult with higher-level manager(s) to discuss alternative solutions.</p>	<p>Ability to organizes and follows complex and detailed technical procedures.</p> <p>Ability to develop program plans provides consultation on issues that require implementation or creation of a solution.</p> <p>Ability to manage work with limited supervision, consulting with supervisor to discuss alternative solutions.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree and two years of progressive law enforcement experience in the area of assignment; or equivalent combination of training and experience. Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or the ability to achieve certification within one year of employment. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.