

POLICE INVESTIGATOR

Department: Police Department

Salary Classification: Hourly

Supervisor: Police Chief

FLSA Status: Non-Exempt

Revision Date: 2/1/2021

NCLM Position Code: 30210

General Statement of Duties:

Performs specialized law enforcement work in investigation and solution of crimes and the apprehension and prosecution of persons suspected of committing crimes.

Distinguishing Features of the Class:

An employee in this class conducts preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses, and suspects; secures and investigates the crime scene; obtains and executes search warrants and arrest warrants; identifies, collects, and preserves physical evidence; prepares reports; and testifies in court. This role also includes the functions associated with an Evidence Officer such as logging, processing, preserving, security, and proper destruction of evidence. Work involves general and major criminal and narcotics investigations. The employee identifies, researches and gathers information on known drug dealers; identifies drug locations; and develops and manages informants. Work also includes monitoring radio traffic and backing up patrol officers when needed; and answering phone calls and assisting citizens. The employee may also assume special assignments within the department including serving as training coordinator, serving as Terminal Agency Coordinator, and coordinating the Town's medicine drop box program. The work requires the application of modern investigation techniques, sound judgment, and independent initiative in pursuit of work objectives. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with Departmental policy and State and federal law, supplemented with specific directions from superior officers. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens and requires on-call and call-back work. Work is performed under general supervision and is evaluated through review of reports and conferences.

Duties and Responsibilities

Essential Duties and Tasks:

1. Conducts initial and follow-up investigations of criminal incidents; interviews persons in connection with criminal incidents including victims, witnesses, and suspects; secures crime scenes, collects, establishes chain of custody, and preserves physical evidence.
2. Prepares and reviews written reports of investigative activities; arrests offenders; testifies in court regarding investigative activities.
3. Establishes effective contacts and coordinates work with the public, informants, co-workers, district attorney's office staff, and other law enforcement departments to gain information related to criminal activities; conducts surveillance and develops leads.

4. Conducts surveillance and cooperates with other law enforcement agencies to investigate, locate, apprehend, and arrest offenders.
5. Participates in special and/or narcotics investigations, surveillance, and related programs and activities.
6. Conducts a variety of investigations related to credit card fraud, identify fraud, and related crimes.
7. When not conducting investigations, the employee assists in the regular patrol and other operations of the department.
8. May serve as departmental training coordinator, coordinating all training activities, recordkeeping, and reporting; may serve as Terminal Agency Coordinator for the department; may coordinate other special projects for the department.

Additional Job Duties:

- May perform functions in support of the Departmental evidence custodian; prepares records of evidence chain of custody; ensures security and tracking of evidence; destroys evidence according to laws and regulations.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities:

- Considerable knowledge of investigative techniques, principles, and procedures.
- Considerable knowledge of federal, State, and local laws and ordinances pertaining to police operations and investigative procedures.
- Considerable knowledge of physical, economic, and social characteristics of the Town.
- Considerable knowledge of the practices and procedures involved in narcotics investigations, surveillance, and undercover purchases.
- Ability to perform independently complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to report clearly, orally and in writing, the results of investigative efforts.
- Ability to work calmly under conditions of high stress and fatigue.
- Ability to make effective public and educational presentations.
- Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest.
- Skill in the use of firearms and other law enforcement equipment and in the application of self defense tactics.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Ability to communicate effectively in oral and written forms, prepare clear and concise records and reports, and to present effectively in court testimony.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.
- Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

Desirable Education and Experience:

Graduation from high school supplemented by law enforcement, drug detection, investigation, and identification techniques training, and considerable experience in law enforcement; or equivalent combination of education and experience.

Special Requirements:

- Possession of a valid NC Driver's License and certification by the North Carolina Criminal Justice Training and Standards Council as a law enforcement officer, and any appropriate certificates as required by the Town.