

POLICE INVESTIGATOR

General Statement of Duties

Grade: 16

FLSA Status: Non-Exempt

Performs problem solving, investigative and undercover work in the solution of crimes with the identification, apprehension, and prosecution of persons suspected on committing criminal acts.

Distinguishing Features of the Class

An employee in this class serves as an investigator for felony and high graded misdemeanor crimes in areas such as property crimes, narcotics, homicide, abuse, assaults, larceny, arson, embezzlement, fraud, forgery or other issues. Investigative duties include conducting preliminary and supplementary criminal investigations; interviewing victims, complainants, witnesses, and suspects, as well as identifying, collecting, and preserving physical evidence; conducting surveillance; discussing cases or leads with other officers in the department and in other departments; preparing reports; and testifying in court. Work includes overseeing the investigations work of officers who work on misdemeanors or assist on felony investigations. This work requires the application of modern investigative techniques, sound judgment, and independent initiative in pursuit of work objectives. Work involves frequent public contact that requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and State and Federal laws, supplemented with specific directions from superior officers. Officers may serve on-call to respond to needs for criminal investigations after-hours. The employees are subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme temperature, and exposure to various hazards such as exposure to atmospheric conditions, noise, vibration, and physical conditions. The work is considered safety sensitive. Duties may expose the employee to human body fluids and subjects the work to OSHA bloodborne pathogen rules and regulations, and may require one to work in close quarters. Work is performed under the supervision of a higher level officer and is evaluated through observation, review of reports, and discussion of case management.

Duties and Responsibilities

Essential Duties and Tasks

Serves as investigator for the department; investigates felony and high graded misdemeanors; investigates cases such as property crimes, narcotics, homicide, abuse, assaults, larceny, arson, embezzlement, fraud, forgery or other issues; oversees the investigations work of officers who work on misdemeanors or assist on felony investigations.

Conducts initial and follow-up investigations; interviews persons in connection with all investigated incidents; develops contacts and information sources concerning criminal activities; performs undercover operations and surveillance work as required; arrest offenders; identifies, collects, and preserves physical evidence; prepares written reports of investigative activities; testifies in court regarding investigative activities.

Cooperates with members of other local, state, and federal law enforcement and investigative agencies in the identification, location, apprehension, and arrest of offenders and in the investigation of criminal and/or drug activities.

Prepares related paperwork related to case management; prepares documents for district attorney and presentations to court;

Gathers fingerprints and other evidence; prepares evidence to go to the SBI laboratory; assures proper chain of custody of evidence collected.

Establishes a network of informants to obtain complaints or tips regarding drug and narcotics activities; makes or has other to make drug buys to obtain evidence; works closely with other drug and narcotic agents, particularly when there are indications of drug traffic and efforts across jurisdictional lines.

Works with investigators from other organizations to investigate larger crimes.

May respond to calls for service when needed.

Additional Job Duties

Attends training courses.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the physical, economic, and social characteristics of the City and considerable knowledge of the physical, economic, and social characteristics of the County and location of potential drug cultures or buyers and sellers.

Considerable knowledge of modern investigative techniques, principles, and procedures.

Considerable knowledge of Federal, State and local laws and ordinances pertaining to police operations and investigative procedures.

Skill in investigative methods and techniques.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to conduct complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to communicate the results of investigative efforts.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Ability to prepare clear and concise records and reports and to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with employees, supervisor, other law enforcement agencies, and the general public.

Physical Requirements

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

Must be able to perform medium to heavy work exerting up to 50 to 100 pounds of force occasionally, and/or up to 20 to 50 pounds of force frequently, and/or up to 10 pounds of force constantly.

Must possess the visual acuity to perform extensive reading, handle administrative, computer and measurement work, operate law enforcement vehicles and equipment, and observe the accuracy and thoroughness of other employees.

Desirable Education and Experience

Bachelor's degree from an accredited college or university; experience as a law enforcement officer supplemented by special training in supervision, investigative techniques and computer skills; considerable experience in law enforcement work with demonstrated criminal investigative ability; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid driver's license and certification as a law enforcement officer in the State of NC.