

POLICE INVESTIGATOR

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. Responsible for performing the duties as the police department's evidence custodian.

Distinguishing Features of the Class

An employee in this position shall hold the designated rank of Sergeant and reports to the Lead Investigator. An employee in this class conducts preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses and suspects; supervises, secures and investigates the crime scene; identifies, collects and preserves physical evidence; prepares reports; and testifies in court. Work involves general criminal investigation, narcotic investigations, street gangs and OMG investigations. The work is performed under general supervision and 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 the Deputy Chief of Police and Lead Investigator. 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, heavy traffic, 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 blood borne pathogens. Work is performed under general supervision and is evaluated through review of reports and conferences and through evaluation of success in investigations work.

Work includes the daily operation of the department's evidence storage facility, responsible for the efficient, methodical operation of the evidence room. The duties include the acceptance of, release upon proper request of, inventory of and secure custody of all items of evidence or found property, which comes into the physical control of the Atlantic Beach Police Department. The evidence custodian will be held accountable for the safe storage and inventory of all property being properly submitted either in person or placed into the temporary evidence lockers. The evidence custodial will ensure that all property properly submitted that is in the possession of the police department has been accurately documented and entered into the Records Management System (RMS) property/evidence module and or property voucher module. It shall be the responsibility of the evidence custodial that all property in the evidence storage facility is disposed of in accordance with department policies or general statutes in a timely manner. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from sworn personnel. Work is evaluated through observation, discussion and review of reports and through feedback from officers in the field.

Duties and Responsibilities

Essential Duties and Tasks

Serves as investigator, responsible supervising crime scene(s) and the investigation of crimes.

Conducts internal investigations as assigned by the Command Staff.

Conducts background investigations for sworn law enforcement personnel as assigned.

Conducts and participates in narcotics investigations work; participates in special narcotics investigations, surveillance, and related programs and activities.

Conducts and participates in street gang and outlaw motorcycle gang investigations work; surveillance, and related programs and activities.

Conducts initial and follow-up investigations of criminal incidents; interviews persons in connection with criminal incidents including victims, witnesses, and suspects; secures crime scenes; obtains warrants, subpoenas and search warrants.

Collects, establishes chain of custody, and preserves physical evidence; processes evidence through on-site identification technology and use of state and local laboratories; maintains records of evidence; returns stolen property to victims when possible.

Prepares and reviews written reports of investigative activities; arrests offenders; testifies in court regarding investigative activities.

Establishes effective contacts with the public, informants, coworkers, district attorney staff, and other law enforcement departments to gain information related to criminal activities; conducts surveillance and develops leads.

Conducts surveillance and cooperates with other law enforcement agencies to investigate, locate, apprehend, and arrest offenders.

Responsible for the storage of, administration of, and the processing of employee physiological test.

Serves as on-call investigations officer to respond to investigations needs after regular work hours.

Serves as Patrol Officer as needed, responding to calls for services and enforcing state laws and town ordinances.

During weather emergencies directs traffic and performs other evacuation and patrol activities as assigned.

Additional Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of modern criminal investigative principles, practices, and procedures.

Thorough knowledge of federal, state, and local laws and ordinances pertaining to police operations, evidence custody and destruction, and investigative procedures.

Considerable knowledge of the practices and procedures involved in narcotics investigations, surveillance, and under cover purchases.

Working knowledge of the application of information technology to law enforcement and criminal investigations work.

Working knowledge of Town personnel and policies and procedures.

Considerable knowledge of the collection, identification, processing and chain of custody of evidence.

Skill in collaborative conflict resolution.

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 lead and supervise other assigned investigations staff.

Ability to effectively plan and organize work independently.

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

Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest.

Ability to prepare clear and concise records and reports.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Ability to communicate effectively in oral and written forms, and to present effectively in court testimony.

Skill in the use of firearms and other law enforcement equipment and in the application of self defense tactics.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions. Must be able to perform medium to heavy work exerting up to 100 pounds of force occasionally; 20 -50 pounds frequently and 10 pounds constantly. 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

Associates Degree in criminal justice and considerable experience in law enforcement work, supplemented by special training in investigations fields; or equivalent combination of education and experience. Have completed the Criminal Investigators Certificate Program.

Special Requirements

Possession of a valid North Carolina driver's license. Certification by the North Carolina Criminal Justice Training and Standards Council as a law enforcement officer. Refer to Police Departmental Policy #36 "Career Development and Promotions" for other requirements.

Atlantic Beach 2010