

LEAD 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; serves as evidence custodian.

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; identifies, collects and preserves physical evidence; prepares reports; and testifies in court. Work involves general criminal investigation and narcotic investigations. The employee serves as lead investigator with responsibility for evidence custody, ordering supplies for the division, and supervision of a part-time narcotics officer. 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 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, 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.

Duties and Responsibilities

Essential Duties and Tasks

Serves as lead investigator responsible for evidence custody; maintains records and security of evidence; tracks evidence for processing, issuance for court, and destruction according to NC law.

Purchases supplies and materials for investigations work including identifications equipment and supplies; maintains proper stock of needed supplies.

Supervises and participates in narcotics investigations work; participates in special narcotics investigations, 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.

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

Knowledges, 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 purchasing 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 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

Graduation from high school and considerable experience in law enforcement work, supplemented by special training in investigations fields; or equivalent combination of education and experience. Prefer Associate Degree in criminal justice.

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.